



Appendix A

Completing Forms

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Introduction

The *Completing and Distributing Forms* appendix covers those forms related to airport and maritime operations which you are responsible for completing (wholly or partially), signing, and distributing. In the interest of legibility, the forms in this appendix have been typed. While it is **not** necessary to type all forms, the following forms **must be** typed:

- PPQ Form 227, Request for U.S. Customs Action
- PPQ Form 280–R, Report of Regulated Importations
- PPQ Form 519, Compliance Agreement
- PPQ Form 523, Emergency Action Notification

Forms **other than** those listed above may be legibly handwritten in ink.

PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE FOREIGN SITE CERTIFICATE OF INSPECTION AND/OR TREATMENT		1. CERTIFICATE NO. 111	2. COUNTRY OF ORIGIN Guatemala
		3. DATE LOADED June 10, 1997	4. FOREIGN PORT OF EXPORT Santo Tomas de Castilla
5. CARRIER IDENTIFICATION Sealand Lines "Ship X" Voy. #123		6. U. S. PORT OF ENTRY Port Everglade, FL.	
7. SHIPPER (Name & Address) MANGOESAM 97 Calle 1234 Zona 17 Guatemala PH; 502-3-4567		8. CONSIGNEE (Name & Address - Include Zip Code) Mangoman 7575 NW. 99th Avenue Miami, FL 33333 PH: 305-999-9999	
9. COMMODITY	10. NO. CONTAINERS (Identify as box, sack, y. Bruce box, flat, card- board box, etc.)	11. CONTAINER IDENTIFICATION MARKS	
Mangifera indica (fresh mango fruit)	3,333 cardboard boxes	Container # SEAV 555 443 USDA Seal # APHIS 090909	
12. LOCATION OF INSPECTION AND/OR TREATMENT MANGOESAM, Villa Nueva, Guatemala		13. DATE June 10, 1997	
This certifies that the shipment described above has been inspected and/or treated in accordance with agricultural requirements for entry into the United States.			
14. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER <i>J. M. Ann Inspector</i>		15. DATE ISSUED June 11, 1997	

PPQ FORM 203
(AUG 78)

FIGURE A-1-1 Example of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

Purpose




PPQ Form 203 verifies that PPQ has precleared the commodity it accompanies (either through inspection or treatment) at the foreign site.

Instructions

The Port of Entry (POE) Officer examines this form when a precleared commodity arrives at your port.

The APHIS officer completes this form at the foreign site where the commodity is inspected or treated. The form may either be handwritten in ink or typed. Use [Table A-1-1](#) to decide what paperwork should be presented upon the arrival of a precleared commodity.

TABLE A-1-1 Determine Paperwork to Be Presented upon Arrival of a Precleared Commodity

If arriving from:	And by:	Then the exporter or the exporter's agent must provide the following paperwork:
Australia, Japan, Korea, or the Republic of South Africa		<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity ◆ Copy of the master PPQ Form 203 or original Phytosanitary Certificate, specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203
Chile	Vessel	<ul style="list-style-type: none"> ◆ Original Chilean Phytosanitary Certificate ◆ E-mail notification of the cargo on board and its status from the IS Region II office to the POE <p>NOTE: No PPQ Form 203 will accompany the commodity</p>
	Air	<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity ◆ Original Chilean Phytosanitary Certificate
New Zealand		<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity, or a copy of the master 203 ◆ Original New Zealand Ministry of Agriculture forms specifying the number of units shipped or remaining in cold storage from the master PPQ Form 203, Final Balances-Balance Sheet for USA-Passed Product in Coolstore and Details of Loading Certificate
Other than a country listed in the three cells above		<ul style="list-style-type: none"> ◆ Original (yellow) PPQ Form 203 for the commodity

Verify that any seals listed on the form are still intact. Also, confirm that the information and conditions described on the form agree with the cargo manifest, invoice, or other Customs entry documents. Contact PPQ Program Support at 301/734-8295 if **any** of the following occurs:

- ◆ PPQ Form 203 is missing
- ◆ Seals are broken
- ◆ Information on the PPQ Form 203 does **not** match the entry documents



Refer to your *Plant Import: Nonpropagative Volume of Manuals* for the commodity being shipped. The commodity may be undergoing in-transit cold treatment. If it is, you need to ensure that the commodity meets the time and temperature requirements.

Instructions for Issuing Officer

The Issuing Officer will complete PPQ Form 203, as follows:

1. Type the form or write in ink.
2. Number the certificate using the numbering system assigned by the Area Office with responsibility for the program.
3. If the commodity was treated, mark the form with the plant's approved stamp.
4. Fill in the remaining, self-explanatory information.

Distribution of PPQ Form 203

Issuing Officer

The Issuing Officer will distribute PPQ Form 203 using [Table A-1-2](#) as a guide.

TABLE A-1-2 Distribution of PPQ Form 203, Foreign Site Certificate of Inspection and/or Treatment

If:	Then:
Original and first copy	GIVE to the exporter (the original must be presented at the first POE)
Copy	SEND to the Area Office, IS, with responsibility for the program
Copy	RETAIN by the certifying APHIS officer
Copy (through the office of cooperator) ¹	FAX a copy to the U.S. Port of Arrival
Copy	ATTACH to trip report

¹ This does **not** apply to all programs. Check the technical packet or with the IS Field Office in Charge.

POE Officer

The POE Officer at the first POE will retain the original PPQ Form 203 and all accompanying documents.

PPQ Form 212, Cargo Hold and Record

U. S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE				1. CARRIER	2. VOYAGE NO.
HOLD-PPQ				Th M/V Bombay Trader	006
				3. DATE ARRIVED April 15, 2002	4. DOCK/LOCATION Miami
				5. DATE ACTIONS COMPLETED April 20, 2002	6. OFFICER A.J. Smith
7. MARK/RANGE - CONTAINER NO.	8. QUANTITY	9. COMMODITY/COUNTRY OF ORIGIN	10. SHIPPER/IMPORTER	11. ACTION/FINAL DISPOSITION	12. DATE
Bombay 001 CTU 674189	43 cases	Brassware/India	Co: Taj Mahal Broker: M.G. Maher	Treated & Released A.A.S	4/20/02
Bombay 005 SEAU 117237	147 cartons	Foodstuff/India	Sh: Royal Foods, Bombay Imp: Yogi Spices	HOLD - cast skins found Released - negotiating 4/17	4/17/02
Chittagong 006 LC5U 391009	1 each	POV/Bangladesh	Sh/Imp: Sgt. William York	Inspected & Released R.B.	4/17/02
Calcutta 112 1-288	288 crates	Manhole covers/India	Sh: Ghandi Foundry, Inc. Imp: City of Mobile, AL	HOLD - wood borer's 4/17	4/17/02
Calcutta 1-50	50 crates	Fire hydrants/India	Sh: Ghandi Foundry, Inc. Imp: Frederick County, MD	HOLD - wood borer's 4/17	4/17/02
Karachi 013 Intu 203569	70 bags	Dried Chili Peppers/ Pakistan	Sh: Anmar Exports Imp: Zatarlines, Inc.	Treated & Released P.S.	4/20/02
REMARKS					

PPQ Form 212
1/11/02 0.01

Previous editions may be used.

FIGURE A-1-2 Example of PPQ Form 212, Cargo Hold and Record

Purpose

PPQ Form 212 is used to record cargo held or cargo that is of PPQ interest. It also serves as a warning, hold, information, and clearance document when stapled or attached to the front of manifests or other cargo listings used by Customs in releasing shipments. Use of PPQ Form 212 is optional and is intended for local port use as a worksheet and port record.

Instructions

Information needed for completion will vary from port to port depending on the information needed at each port. Fill in the information as required by local port.

TABLE A-1-3 Instructions for Completing PPQ Form 212, Cargo Hold and Record

Block	Instructions
1-12	Fill in as required by local port practice

Distribution of PPQ Form 212

Distribute as determined by local practice.

PPQ Form 213, Airplane Inspection Record

AIRPLANE INSPECTION RECORD														AIRPORT				LOCATION				DATE	
USDA-APHIS														Houston Intercontinental				Houston, TX				04/20/02	
DATE	BLOCK TIME	PLANE	FROM	NUMBER		INSPECTIONS		SHOES C & D	SEIZURES		STORES		OPTIONAL USE		INSPECTOR								
				PAX	BAGG	TOTAL	POS		P	A	WGT	P	A	WGT	QTRS	PL	P						
1. 04/20	0020	Air Mexico Flight 219	Cancun/MX	86	258	15	2	0	1	1	1	0	2	0	0	Cargo Manifest checked	N P						
2.	0019	CO #173	Mexico City	119	271	8	3	0	1	2	4	0	1	0	0	5 lines-stores	C N						
3.	1059	PA 15	Mexico City	271	542	22	2	1	2	3	2	1	3	1	5		R JS						
4.																N BS							
5.																							
6.																							
7.																							
8.																							
9.																							
10.																							
11.																							
12.																							
13.																							
14.																							
15.																							
16.																							
17.																							
18.																							
TOTALS				476	1071	45	7	1	4	6	17	1	6	1	5								
REMARKS																							

Previous edition obsolete.

PPQ FORM 213
(AUG 96)

FIGURE A-1-3 Example of PPQ Form 213, Airplane Inspection Record

Purpose

PPQ Form 213 is designed to be used to record information associated with air traffic. The form is a worksheet for local port use.

Instructions

Since PPQ Form 213 is a worksheet for port use, follow any modifications in completing the form that are required by local needs. You can find some of the information needed to complete this form on the Customs General Declaration. Information concerning referrals and seizures can be obtained from PPQ officers responsible for clearing the flight. Complete this form after the aircraft, passengers, and crew are cleared. See instructions in [Table A-1-4](#).

TABLE A-1-4 Instructions for Completing PPQ Form 213, Airplane Inspection Record

Block	Instructions
Airport	Fill in
Location	Fill in
Date	Fill in
Block Time	<ul style="list-style-type: none"> ◆ Enter arrival time ◆ Include time passenger inspection was completed (if required)
Plane	Fill in the country of registry, plane number, and flight number as needed
From	<ul style="list-style-type: none"> ◆ Fill in where the flight is coming from (last departure location) ◆ "From" may be changed to "To" for preflight inspections; include U.S. ports where partial clearance occurred
Number	NOTE: This section does not need to be completed if it is local practice to obtain periodic figures from Customs
Number	PAX—Enter the number of passengers on the flight
	BAGG—Enter the number of bags
Inspections	TOTALS—Enter the total number of passenger inspections conducted on the flight
	POS—Enter the total number of inspections that resulted in seizures of prohibited or restricted agricultural products
Shoes C&D	Enter the number of pairs of shoes cleaned and disinfected from the flight

**TABLE A-1-4 Instructions for Completing PPQ Form 213, Airplane Inspection Record
(continued)**

Block	Instructions
Seizures	<p>P—Enter the total number of plant seizures (each kind of fruit or plant material seized counts as a separate plant seizure per inspection)</p> <p>Example 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant material seizures)</p> <p>A—Enter the total number of classes of animal seizures (each animal class counts as a separate animal seizure per inspection)</p> <p>WGT—Enter the total weight (in kilos) of the animal products seized</p> <p>Example 10 ham (swine) sandwiches @ 2 kilos (swine) and 4 hamburgers (ruminant) count @ 1 kilo count as 2 animal seizures at 3 kilos</p>
QTRS	<p>◆ Enter the number of animal and plant seizures made in quarters/cabin (each animal class counts as a separate animal seizure per seat and each kind of fruit or plant material seized counts as a separate seizure per seat)</p> <p>◆ Draw a line to divide the box in two when you have both plant and animal seizures to separate the entries</p> <p>Example 5 limes taken from 2 seats and 1 apple taken from 1 seat count as 3 seizures</p> <hr/> <p>2 ham (swine) sandwiches taken from 2 seats and 1 hamburger (ruminant) taken from 1 seat count as 3 seizures</p> <p>So you would enter 3 animal products and 1 plant material</p>
Stores	<p>P—Enter the total number of kinds of plant material seized in stores/galley</p> <p>Example 5 limes and 3 apples count as 2 plant materials seized (5 limes + 3 apples = 2 plant materials)</p> <p>A—Enter the total number of animal products seized in stores</p> <p>Example 10 ham sandwiches (swine) and 4 hamburgers (ruminant) count as 2 animal products seized (10 ham sandwiches + 4 hamburgers = 2 animal products)</p> <p>WGT—Enter the total weight (kilos) of the animal products seized</p>
Optional Use and Remarks	Fill in any appropriate remarks (e.g., hitchhiking pests found in baggage hold—treated using T409 and released)
Inspector	PL—Fill in the initials of the officer clearing the aircraft
Totals	Total columns
Remarks	Fill in if needed

Distribution of PPQ Form 213

Since PPQ Form 213 is a local worksheet, there is no distribution outside the port.

PPQ Form 227-R, Request for U.S. Customs Action

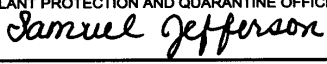
REQUEST FOR U.S. CUSTOMS ACTION		USDA-APHIS	
FROM: (Complete address) U.S. Department of Agriculture Animal and Plant Health Inspection Service Plant Protection and Quarantine Programs 400 Bay Street Jacksonville, FL 33202 Telephone Number (904) 791-1234		TO: (Complete address) U.S. Customs Service Officer In Charge 400 Bay Street Jacksonville, FL 33202	
<p>Under the authority of the Plant Protection Act (7 U.S.C. 7701 - 7772), or 19 U.S.C. 1306 and 21 U.S.C. 111 and regulations promulgated thereunder, you are hereby requested to take the action described below until such time as you have been notified by an inspector or other responsible officer of Plant Protection and Quarantine, Animal and Plant Health Inspection Service, U.S. Department of Agriculture, that other action may be taken.</p>			
NAME AND ADDRESS OF OWNER OR OPERATOR Olympic Lines, Pireus, Greece		TYPE OF CONVEYANCE Motor Vessel SERIAL NO. OR REGISTRATION NO. GR 01287692HDOI	
NAME OF VESSEL OR PLANE FLIGHT NO. GR/Olympic Pride	DATE OF ARRIVAL 3/21/02	PORT OF ARRIVAL Jacksonville, FL	
ACTION INDICATED BELOW IS BEING REQUESTED			
<input type="checkbox"/>	Withhold release of the carrier.	<input type="checkbox"/>	Allow carrier to be released from hold restriction.
<input type="checkbox"/>	Withhold permission to discharge cargo.	<input type="checkbox"/>	Allow the discharge of cargo after permission has been withheld.
<input type="checkbox"/>	Discontinue discharging cargo.	<input type="checkbox"/>	Allow resumption of cargo discharge.
<input checked="" type="checkbox"/>	Refuse permission to move coastwise or to a non "approved" airport.	<input type="checkbox"/>	Grant permission to move coastwise or to an "approved" airport (or foreign) after permission has been withheld.
<input type="checkbox"/>	Withhold permission to discharge garbage or gallery refuse.	<input type="checkbox"/>	Grant permission to remove garbage or gallery refuse after permission has been withheld.
<input type="checkbox"/>	Other (specify)		
PEST OR GARBAGE SITUATION NECESSITATING THE ACTION (Describe) Vessel is carrying cargo of untreated mangoes originating in Haiti which present an unacceptable pest risk of introducing fruit flies into the United States. The vessel's itinerary lists Miami, Florida as the next port of call. Due to the pest risk associated with the fresh mangoes, coastwise movement within the United States should be denied as well as discharge of mangoes from the vessel.			
For further information concerning this action contact the Plant Protection and Quarantine office listed in the upper left corner of this form.			
IS VESSEL UNDER EMERGENCY ACTION NOTIFICATION? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER 		DATE ISSUED 3/21/02	
<small>PPQ FORM 227-R (Local reproduction authorized) APR 2001</small>		<small>(Previous edition is obsolete)</small>	

FIGURE A-1-4 Example of PPQ Form 227-R, Request for U.S. Customs Action

Purpose

PPQ Form 227 is reserved for **emergency use** in the control of a carrier or its cargo prior to discharge. This form should be issued whenever disruption of normal clearance and movement of a carrier is required, including withholding release of the carrier, withholding permission to discharge cargo, discontinuing the discharge of cargo, or denying permission to move coastwise.

PPQ Form 227 is used to request that U.S. Customs take action on behalf of PPQ. This form provides Customs with the necessary documentation to take action under the authority of the Plant Pest Act and Regulations.

Instructions

Although the initial request that Customs take action on behalf of PPQ may be made orally, it must be confirmed in writing using PPQ Form 227. The Port Director may delegate responsibility for submitting written confirmation to the extent necessary and acceptable to the local Port Director of Customs.

All hold requests made to Customs should be followed promptly, at the proper time, with a corresponding release request, given orally and confirmed in writing on PPQ Form 27. The release is indicated by checking the appropriate box under the block "Action Indicated Below Is Being Requested."

This form **must be** typed.

TABLE A-1-5 Instructions for Completing PPQ Form 227, Request for Customs Action

Block	Instructions
From	Fill in
To	Fill in
Name and Address of Owner or Operator	List name and address of owner or operator
Type of Conveyance	List conveyance type
Serial or Registration No.	List number
Name of Vessel or Plane Flight No.	List name or number
Date of Arrival	Fill in
Port of Arrival	Fill in
Action Indicated Below is Being Requested	Check the box that applies to the action being requested

TABLE A-1-5 Instructions for Completing PPQ Form 227, Request for Customs Action (continued)

Block	Instructions
Pest or Garbage Situation Necessitating the Action	1. State the pest risk necessitating the action requested of Customs 2. Describe the reason(s) for taking drastic emergency measures (include the pest situation)
Vessel under emergency action notification	Fill in
Signature of PPQ Officer	Sign
Date	Fill in

Distribution

Distribute PPQ Form 227 as follows:

- 1.** Give the original to the Port Director of Customs.
- 2.** Give a copy to the master or operator of vessel, vehicle, or aircraft.
- 3.** Give a copy to the carrier's agent.
- 4.** Give a copy to the State Plant Health Director.
- 5.** Keep a copy for the Port files.

PPQ Form 250, Aircraft Clearance or Safeguard Order

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		FORM APPROVED - OMB NO. 0579-0094	
AIRCRAFT CLEARANCE OR SAFEGUARD ORDER	1. AIRCRAFT NO. N5879	2. TRIP/FLIGHT NO. V92	3. NAME OF CARRIER U.S. National Guard
	4. FOREIGN ORIGIN (When applicable) Spain		5. PLACE OF DEPARTURE (U.S.) McGuire AFB, NJ
	6. DESTINATION AIRPORT OR AIR BASE (U.S.) Edwards AFB		
THE ABOVE AIRCRAFT HAS BEEN INSPECTED AND -			
7. <input type="checkbox"/> COMPLETELY CLEARED (Including all baggage, personal effects, stores, garbage, and cargo.)		8. <input checked="" type="checkbox"/> PARTIALLY CLEARED (Exceptions and safeguard conditions noted in Item 11 below.)	
9. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER		10. DATE 2/10/02	
11. EXCEPTIONS AND SAFEGUARD CONDITIONS		14. FINAL DISPOSITION ACTION	
1. Foreign garbage to be removed and properly disposed of on arrival at Edwards AFB		Garbage removed and incinerated	
2. Cargo subject to agriculture inspection after discharge		Cargo inspected and released	
		15. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER	
		16. DATE 2/11/02	
		AFTER FINAL DISPOSITION ACTION RETURN TO:	
I agree to see that the conditions in Item 11 are carried out.		17. NAME AND ADDRESS OF ORIGINATING OFFICE	
12. SIGNATURE OF AIRCRAFT COMMANDER <i>Jefferson J. Smith</i>		USDA-APHIS-PPQ Box 1215 McGuire AFB, NJ 07039	
13. DATE 2/10/02			
PPQ FORM 250 (NOV 91)		*U.S. Government Printing Office 2002-717-371	

FIGURE A-1-5 Example of PPQ Form 250, Aircraft Clearance or Safeguard Order

Purpose

PPQ Form 250 is used for two different purposes, as follows:


- ◆ Preclearance Certificate for flights from Hawaii, Puerto Rico, the U.S. Virgin Islands or a foreign airbase or airport for foreign site preclearance
- ◆ Safeguard Order for flights that are partially cleared, **not** regularly scheduled, and proceed beyond the first airport for clearance elsewhere in the United States

Flights that are regularly scheduled for partial clearance **do not** require PPQ Form 250.

Locator for Instructions for Completing PPQ Form 250

Three sets of instructions follow. See [Table A-1-6](#) below to determine which instructions to use.

TABLE A-1-6 Determine Instructions to Use for Completing PPQ Form 250, Aircraft Clearance or Safeguard Order

If you are using PPQ Form 250 as a:	And for:	Then:
Preclearance Certificate		See Instructions for Completing PPQ Form 250, Preclearance Certificate Use on page A-1-17
Safeguard Order	Military Use	See Instructions for Completing PPQ Form 250, Safeguard Order for Military Use on page A-1-18
	Commercial Use	See Instructions for Using PPQ Form 250 as a Safeguard Order for Commercial Use on page A-1-19



After action has been taken, return PPQ Form 250 to the originating office entered in *Block 17*.

Instructions for Completing PPQ Form 250, Preclearance Certificate Use

You need to complete an original of PPQ Form 250 when it is issued as a preclearance certificate to the aircraft commander or representative when departing from Hawaii, Puerto Rico, the U.S. Virgin Islands; a foreign airbase in the case of certain military airlifts; and certain foreign commercial preclearance sites to indicate that agriculture preclearance has been completed. See [Table A-1-7](#) for instructions.

TABLE A-1-7 Instructions for Completing PPQ Form 250, Aircraft Clearance or Safeguard Order, When Used as a Preclearance Certificate

Block	Instructions
1-6	Fill in
7	Check <i>Completely Cleared</i> block
8	Leave blank
9	Sign
10	Leave blank
11-16	Leave blank
17	Fill In

Distribution of PPQ Form 250, Preclearance Certificate Use

Instruct the aircraft commander to deliver PPQ Form 250 to the airline operations office, Air Base Operations Office, or PPQ officer as appropriate.

Instructions for Completing PPQ Form 250, Safeguard Order for Military Use

These instructions are for using PPQ Form 250 as a Safeguard Order for Military Use. If you partially clear an aircraft and it is **not** a regularly scheduled flight, then you will need to complete PPQ Form 250.

Ask the military operations authorities to:

- ◆ Identify and include in the load (departure) message the type of quarantine actions that are to be completed at the destination base
- ◆ Telephone the PPQ officer or cooperator to inform him/her of the task to be completed upon aircraft arrival
- ◆ Emergency telephone calls should be made to the PPQ office serving the destination base rather than calling the cooperator at those bases **not** covered by PPQ

When using PPQ Form 250 as a Safeguard Order for Military Use, prepare form in **triplicate**. See [Table A-1-8](#) for instructions on completing the form.

TABLE A-1-8 Instructions for Completing PPQ Form 250, Aircraft Clearance and Safeguard Order, When Using as Safeguard Order for Military Use

Block	Instructions
1-6	Fill in
7	Leave blank
8	Check <i>Partially Cleared</i> block
9	Fill in
10	Fill in
11	<ul style="list-style-type: none">◆ Describe the clearance activities and safeguards that you have completed◆ Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of
12-13	Have aircraft commander sign and date all copies

TABLE A-1-8 Instructions for Completing PPQ Form 250, Aircraft Clearance and Safeguard Order, When Using as Safeguard Order for Military Use

Block	Instructions
14-16	Leave blank (These blocks are to be completed by the PPQ officers or cooperators who complete the aircraft clearance)
17	Fill in

Distribution of PPQ Form 250, Safeguard Order for Military Use

When using PPQ Form 250 as a Safeguard Order for Military Use, distribute as follows:

1. Give the original to the aircraft commander and instruct the commander to present the form to the PPQ officer or military cooperator upon arrival at the destination base.
2. Send one copy AIRMAIL to the PPQ office serving the base.
3. Keep one copy for port files.

Instructions for Using PPQ Form 250 as a Safeguard Order for Commercial Use

If you partially clear an aircraft and it is **not** a regularly scheduled flight, and when using PPQ Form 250 as a Safeguard Order for Commercial Use, follow the instructions in [Table A-1-9](#).

TABLE A-1-9 Instructions for Completing PPQ Form 250, Aircraft Clearance or Safeguard Order, When Using as a Safeguard Order for Commercial Use

Block	Instructions
1-6	Fill in
7	Leave blank
8	Check <i>Partially Cleared</i> block
9	Fill in
10	Fill in
11	Fill in the tasks that are to be completed at the subsequent airport, e.g., foreign garbage to be properly disposed of
12-13	Have aircraft commander sign and date all copies
14-16	Leave blank (these blocks are to be completed by the PPQ officers or cooperators who complete the aircraft clearance)
17	Fill in

Distribution of PPQ Form 250, Safeguard Order for Commercial Use

When used as a Safeguard Order for Commercial Use, distribute PPQ Form 250 as follows:

- 1.** Give the original to aircraft commander and instruct the commander to present the form to the PPQ officer on arrival at the final destination airport.
- 2.** Keep a copy for the port files.
- 3.** Telephone next port.

PPQ Form 254, Disposition of Plants and Plant or Animal Products

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		1. CUSTOMS ENTRY NO. 15-0019-8657	
DISPOSITION OF PLANTS AND PLANT OR ANIMAL PRODUCTS		2. TO: U.S. Customs Service 111 Corbin Street Elizabeth, NJ 07201	
3. THE MATERIAL DESCRIBED BELOW IS SUBJECT TO IMMEDIATE EXPORT, ABANDONMENT TO YOU FOR DESTRUCTION UNDER THE SUPERVISION OF A REPRESENTATIVE OF THIS AGENCY, OR OTHER DISPOSITION AS NOTED UNDER REMARKS, FOR THE FOLLOWING REASONS: 7 CFR 319.56			
4. MATERIAL 227 boxes of fresh mangoes			
5. MARKS AND NUMBERS "FRESH, SWEET MANGO" #1-227			
NAME		ADDRESS	
6. SHIPPER	Agrifresh Industries	9611 Kings Road Bridgetown, Barbados	
7. CONSIGNEE	ProImport-Export, Inc.	Bronx Terminal Mrt., Stall 56 Bronx, NY 10031	
8A. NAME OF CARRIER		8B. SAL	8C. DATE ARRIVED
USA Flight #6718		213-8742-119	April 19, 2002
9. REMARKS Mangoes subject to either of the following actions: 1. Destruction by incineration or sterilization, OR 2. Immediate export Safeguard until destroyed or exported by keeping mangoes separate from other produce and requiring one of the above with 48 hours.			
11. SIGNATURE OF PLANT PROTECTION AND QUARANTINE OFFICER		12. PPS OFFICE	13. DATE
<i>Robert Bradley</i>		Brooklyn, NY	April 19, 2002
14. METHOD OF DISPOSITION		RECORD OF DISPOSITION	
		15. SIGNATURE OF CUSTOMS INSPECTOR	16. DATE
17. DISTRIBUTION OF COPIES			
PPQ FORM 254 (APR 95)			

FIGURE A-1-6 Example of PPQ Form 254, Disposition of Plants and Plant or Animal Products

Purpose

PPQ Form 254 is written documentation of the disposition ordered against plants and plant or animal products that are **not** eligible for entry. Customs requires this documentation so that they can clear manifests, refund duty, or make entry liquidations. PPQ uses the form as evidence for processing violations. See also [PPQ Form 523, Emergency Action Notification](#) on [page A-1-76](#).

Instructions

Complete PPQ Form 254 when importations of plants and plant and animal products are **not** eligible for entry, or when the importer, given the opportunity, refuses to take the required, treatment action or meet the entry requirements.

TABLE A-1-10 Instructions for Completing PPQ Form 254, Disposition of Plants and Plant or Animal Products

Block	Instructions
1	Enter the Customs entry number
2	<ul style="list-style-type: none"> ◆ Enter "US Customs Service" ◆ Enter the address of the Customs office for the port
3	<p>List the regulation(s) that prohibits the commodity and/or the entry requirement that cannot be met</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>EXAMPLE 7CFR 319.28 prohibits the movement of oranges from Brazil into the United States. 7CFR 319.75 requires brassware from Bombay, India, to be fumigated with methyl bromide as a condition of entry, and the importer, Taj Mahal Enterprises, refuses to have the brassware fumigated.</p> </div>
4	List the commodities
5-9	Fill in
10	<ul style="list-style-type: none"> ◆ Indicate the disposition options or requirements ◆ Include any safeguards required pending final disposition of the commodity
11-13	Fill in
14-16	Leave blank (Customs will complete when disposition has been completed)
17	List where each copy of the form was sent (see Distribution of PPQ Form 254)

Distribution of PPQ Form 254

Distribute PPQ Form 254 as follows:

- ◆ Send the original to the importer
- ◆ Send two copies to the Customs office
- ◆ Keep one copy for Port files

PPQ Form 277, Baggage Information Data

STATION: IAB Jamaica		PERIOD: 05/19/02					
AIRLINE AND FLIGHT NO.	NO. ON BOARD (PAX & CREW)	INSPECTIONS		SEIZURES			SHOES C & D
		TOTAL	POS	PLANT	ANIMAL	WGT	
SAS 002	332	✓✓✓✓✓✓✓✓	✓✓✓	✓✓✓	✓	2 kg	✓
JAL 015	337	✓✓✓✓✓✓✓✓	✓✓	—	✓	1 kg	—
PAA 001	241	✓✓✓✓✓✓✓✓	✓✓✓	✓✓✓	✓✓	5 kg	✓✓
LUFT 320	218	✓✓✓✓✓✓✓✓	✓	✓	✓	1.5 kg	—
ABC 123	118	✓✓✓	✓	—	—	—	—
BAC 298	276	✓✓✓✓✓	✓✓	✓	—	—	✓

PPQ FORM 277 (AUG 86) **BAGGAGE INFORMATION DATA** (OVER)

AIRLINE AND FLIGHT NO.	NO. ON BOARD (PAX & CREW)	INSPECTIONS		SEIZURES			SHOES C & D
		TOTAL	POS	PLANT	ANIMAL	WGT	
JCG 012	319	✓✓✓✓✓✓✓✓	✓	✓	—	—	✓✓

(Reverse) Previous editions are obsolete. U.S. GPO: 1997-616-311/51259 USDA-APHIS

FIGURE A-1-7 Example of PPQ Form 277, Baggage Information Data (Officer's Daily Tally Card)

Purpose

PPQ Form 277 is used for two purposes, as follows:

- ◆ Officer's daily tally card to record the number of referrals and quarantine actions taken on passenger/crew baggage at airports
- ◆ Semiannual report for airports designated by Headquarters to report the number of referrals and quarantine actions taken on passenger/crew baggage as a result of referrals

The report is used by Headquarters to establish the rate of quarantine actions per 1,000 passengers. The report is also used to determine the trends in plant and animal product interceptions.

Locator for Instructions for Completing PPQ Form 277

The first set of instructions is for completing the form for use as an officer's daily tally card, and is followed by instructions for completing the form for use as a semiannual report to Headquarters.

Instructions for Completing PPQ Form 277 When Using as a Daily Tally Card

When completing PPQ Form 277 for use as a Daily Tally Card, follow the instructions for recording daily baggage information in [Table A-1-11](#).

TABLE A-1-11 Instructions for Completing PPQ Form 277, Baggage Information Data, When Using as a Daily Tally Card

Section	Instructions
Station	Fill in the name of the place of inspection in relation to the port, e.g., BA terminal, Jamaica; Sea-Tac, Seattle
Period	Enter date
Airline & Flight No.	Fill in
No. on Board (Pax. & Crew)	Enter total number of passengers and crew

TABLE A-1-11 Instructions for Completing PPQ Form 277, Baggage Information Data, When Using as a Daily Tally Card (continued)

Section	Instructions
Inspections	<p>TOTAL—Enter one tick mark for all referrals taken on a single Customs Declaration form</p> <div> <p>EXAMPLE</p> <p>One referral from Customs generates 1 seizure of fresh cream and 1 seizure of fresh meat, 2 releases of plant material, and 1 release of miscellaneous packing material. Enter one "tick mark" in the "TOTAL" column for the inspection</p> </div> <p>POS—Enter one tick mark for each referral that produces one or more seizures</p> <div> <p>EXAMPLE</p> <p>For the example under TOTAL, you would enter one tick mark in the "POS" column</p> </div>
Seizures	<p>Plant—Enter one tick mark for each type of plant material seized during an inspection</p> <p>Animal—Enter one tick mark for each type of animal product seized during an inspection</p> <p>WGT—Enter the total weight of the animal products seized</p>
Shoes C&D	Enter one tick mark for each pair of shoes cleaned and disinfected

Distribution of PPQ Form 277, Baggage Information Data, When Using as an Officer's Daily Tally Record

When using PPQ Form 277 as an Officer's Daily Tally Record, the form does **not** have to be distributed since the information is for port use.

Retention

When used as an Officer's Daily Tally Record, PPQ Form 277 does **not** need to be retained unless it is local practice.

STATION: IAB JAMAICA		PERIOD: 03/31/02					
AIRLINE AND FLIGHT NO.	NO. ON BOARD (PAX & CREW)	INSPECTIONS		SEIZURES			SHOES C & D
		TOTAL	POS	PLANT	ANIMAL	WGT	
March 2002	452,109	9,057	4,618	8,610	2,006	2516 kg	187
March 2001	391,325	6,911	2,876	2,154	985	1105 kg	161

PPQ FORM 277 (AUG 86) BAGGAGE INFORMATION DATA (OVER)

FIGURE A-1-8 Example of PPQ Form 277, Baggage Information Data (When Using as a Semi-annual Report to Headquarters)

Instructions for Completing PPQ Form 277, Baggage Information Data, When Using as a Semi-annual Report to Headquarters

Only airports that are so designated by Headquarters need to complete PPQ Form 277, Baggage Information Data, when used as a Semi-Annual Report to Headquarters. Report data collected for the months of August and January. In order to complete this form, you must add the totals of each category for the entire month (either August or January, depending on which month you are reporting). Follow the instructions in [Table A-1-12](#).

TABLE A-1-12 Instructions for Completing PPQ Form 277, Baggage Information Data, When Using as a Semi-annual Report to Headquarters

Section	Instructions
Station	Fill in the name of airport
Period	Fill in either August or January and the year
Airline & Flight No.	Fill in month and year for report and on the next line fill in the. previous month and year, e.g., January 2001, then on the next line, January 2002

TABLE A-1-12 Instructions for Completing PPQ Form 277, Baggage Information Data, When Using as a Semi-annual Report to Headquarters

Section	Instructions
No. on Board (Pax & Crew)	Enter total number of passengers and crew for the number of crew for the month
Inspections	TOTAL—Enter the total number of referrals for the month POS—Enter the total number of inspections that resulted in seizures for the month
Seizures	PLANT—Enter total number of plant seizures for the month ANIMAL—Enter total number of animal seizures for the month WGT—Enter total weight (kilos) of animal seizures for the month
Shoes C & D	Enter total number of shoes cleaned and disinfected for the month

Distribution of PPQ Form 277, When Using as a Semi-annual Report to Headquarters

When used as a semi-annual report to Headquarters, distribute PPQ Form 277 as follows:

1. In the upper right hand corner of PPQ Form 277, indicate the type of inspection most closely used by Customs, as follows:
 - ❖ SIS
 - ❖ CAPIS
 - ❖ Gen. Random
 - ❖ 100%
2. Send the original for Quarantine Policy, Analysis and Support (QPAS).
3. Send one copy to your Regional Director.
4. Keep one copy for your Port files.

Retention of PPQ Form 277 When Using as a Semi-annual Report to Headquarters

TABLE A-1-13 Retention of PPQ Form 277 When Using as a Semi-annual Report to Headquarters

If you are located at:	Then retain PPQ Form 277 for:
Field locations or Regional offices	2 years
Headquarters	3 years

PPQ Form 280-R, Report of Regulated Importations

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE			MONTH/YEAR COVERED	PORT	PAGE									
REPORT OF REGULATED IMPORTATIONS			January 2002	Elizabeth, NJ	1 OF 3									
<input type="checkbox"/> PLEASE "X" IF NEGATIVE REPORT <input checked="" type="checkbox"/> "X" APPROPRIATE ACTIVITY: ("X" only one)		<input checked="" type="checkbox"/> Maritime <input type="checkbox"/> Airport <input type="checkbox"/> Land Border												
COMMODITY AND COUNTRY OF ORIGIN (If frozen, so state)	NUMBERS OF SHIPMENTS	KILOGRAMS/STEM COUNTS/PLANT UNITS	DISPOSITION ("X" only one)										REMARKS	
			INSPECTED & RELEASED	T A E O R D E	FUMIGATED	OTHER	PRECLEARED	DEPARTMENTAL PERMIT	DESTROYED	RETURNED				
FRUITS AND VEGETABLES														
Apple	B	C												
Australia	2	16,084 kg												
New Zealand	25	26,625 kg	X		X									Cold treatment on ship 1/2, 935 kg fumigated; 24/23,690 untreated
Coconut	1	1,350 kg		X										T & E Netherlands
Dominican Republic	1	1,090 kg	X											Tottori Prefecture
Frozen onion	1	15,287 kg				X								
Germany	4	36 kg												
Sand pear	1													
Japan														
Tomato, green														
Venezuela														
PROPAGATIVE MATERIAL														
Bulbs														
Crocus spp.	2	3,000 bulbs	X											1/1,000 bulbs hot water
Korea														1/2,000 bulbs untreated
Misc. bulbs	1	42,000 bulbs	X											
Japan														
Seeds--Not req. permit														
Mung bean seeds	2	350 kg				X								
Japan														
Seeds--Req. permit														
Misc. seed	1	1,000 kg	X											
Italy														
INSPECTOR IN CHARGE NAME (Type or Print)			INSPECTOR IN CHARGE SIGNATURE											DATE
J. DOE			[Signature]											March 31, 2002
PPO FORM 280-R														
Previous editions are obsolete.														

FIGURE A-1-9 Example of PPQ Form 280-R, Report of Regulated Importations


U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		MONTH/YEAR COVERED January 2002	PORT Elizabeth, NJ	PAGE 2 OF 3								
<input type="checkbox"/> PLEASE "X" IF NEGATIVE REPORT		*X* APPROPRIATE ACTIVITY: <input checked="" type="checkbox"/> Maritime <input type="checkbox"/> Airport <input type="checkbox"/> Land Border										
COMMODITY AND COUNTRY OF ORIGIN (If frozen, so state)	NUMBERS OF SHIPMENTS	KILOGRAMS/STEM COUNTS/PLANT UNITS	DISPOSITION (*X* only one)								REMARKS	
			INSPECTED & RELEASED	T&E OR DE	FUMIGATED	OTHER	PRECLEARED	DEPARTMENTAL PERMIT	DESTROYED	RETURNED		
PROPAGATIVE MATERIAL (continued)												
Plants												
Aquatic plants	2	1,500 plants	X									1/500 plants fumigated
Singapore												3/700 plants untreated
Cactus	4	1,200 plants	X		X							
Mexico												
Coffee spp.	2	1,000 plants			X							1/500 plants fumigated
Argentina												1/500 plants untreated
Misc. reg. plants	1	18 plants	X									
Brazil												
Postentry plants	2	14 plants			X							
Artocarpus spp.												
Jamaica	4	1,260 budwood	X									
Rosa spp.	1	10 plants	X									
England												
Germany												
Departmental permit material	1	72 kg							X			DP 12337
Persea spp. seed												
Belize												
Prohibited material	1	120 plants								X		
Malus spp.												
France												
CUT FLOWERS	1	1,050 stems	X									
Chrysanthemum												
Mexico												
INSPECTOR IN CHARGE NAME (Type or Print) J. DOE		INSPECTOR IN CHARGE SIGNATURE 		DATE March 31, 2002								
PPQ FORM 280-R (DEC 92)												

FIGURE A-1-9 Example of PPQ Form 280-R, Report of Regulated Importations (continued)

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		MONTH/YEAR COVERED	PORT	PAGE								
REPORT OF REGULATED IMPORTATIONS		January 2002	Elizabeth, NJ	3 of 3								
<input type="checkbox"/> PLEASE "X" IF NEGATIVE REPORT		<input checked="" type="checkbox"/> Maritime <input type="checkbox"/> Airport <input type="checkbox"/> Land Border										
"X" APPROPRIATE ACTIVITY: ("X" only one)		DISPOSITION ("X" only one)										
COMMODITY AND COUNTRY OF ORIGIN (If known, so state)	NUMBERS OF SHIPMENTS	KILOGRAMS/ STEM COUNTS/ PLANT UNITS	INSPECTED & RELEASED	T & E OR DE	FUMIGATED	OTHER	PRE-CLEARED	DEPARTMENTAL PERMIT	DESTROYED	REFUSED IE OR T & E	RETURNED	REMARKS
CUT FLOWERS (continued)												
Gladiolus	3	2,000 stems	X									
Mexico												
Orchid	1	500 stems	X									
Taiwan												
Ruscus	1	100 stems	X									
Italy												
COTTON AND COTTON PRODUCTS												
Lint	1	1,000 bales								X		T&E Japan
Mexico												
Picker waste	3	10,000 bales			X							
Belgium												
OTHER ARTICLES												
Corn, shelled	1	8 kg									X	Stem ster.
Australia												
Insect pupae	1	1 carton	X									
Germany												
Soil	1	2 kg									X	Dry heat
Philippines												
INSPECTOR IN CHARGE NAME (Type or Print)		INSPECTOR IN CHARGE SIGNATURE		DATE								
J. DOE		[Signature]		March 31, 2002								
PPQ FORM 280-R												

FIGURE A-1-9 Example of PPQ Form 280-R, Report of Regulated Importations (continued)

Purpose

PPQ Form 280-R, Report of Regulated Importation, is used to report to Headquarters all importations of regulated articles¹ of plant origin.

Instructions

Port Directors (PDs) at ports of entry or their designee must complete PPQ Form 280–R as soon as possible after the end of the month. The form **must** be typed. The PD should then mail the PPQ Form 280–R to Riverdale so that the form arrives by the 12th of the following month. See [Table A-1-14](#) below to determine which articles to report on this form.

EXAMPLE

If the reporting period is March, and the PD completes the form on April 3, then the form must be in Riverdale by April 12.)
See [Table A-1-14](#) to determine which articles to report on this form.

TABLE A-1-14 Determine Articles to Report on PPQ Form 280-R, Report of Regulated Importation



If the article is:	And is:	Then:
◆ Prohibited		REPORT
◆ Requires treatment		
◆ Neither prohibited nor requires treatment	For planting (propagative material)	GO to Table A-1-15
	Not for planting (for food, feed, or medicine, or for analysis or manufacturing)	GO to Table A-1-16

TABLE A-1-15 Determine Which Seeds, Bulbs, or Other Propagative Articles to Report on PPQ Form 280-R, Report of Regulated Importation

If the article is:	And:	And is:	Then:
Seeds	Written permit not required		DO NOT REPORT
	Written permit required	½ kg or less	
		More than ½ kg	REPORT

1 Regulated articles are materials specifically regulated by quarantine regulations, or Restricted Entry Orders administered by PPQ.

TABLE A-1-15 Determine Which Seeds, Bulbs, or Other Propagative Articles to Report on PPQ Form 280-R, Report of Regulated Importation



If the article is:	And:	And is:	Then:
Bulbs	Precleared		DO NOT REPORT
	Not precleared	Small shipment in baggage or mail	DO NOT REPORT
		Commercial shipment	REPORT
Propagative articles other than bulbs or seeds	Not postentry	13 or more units	DO NOT REPORT
		12 or fewer units	
	Postentry		REPORT

TABLE A-1-16 Determine Which Fruits, Vegetables, Cut Flowers, Cotton/Cotton Products, Fodder, Hay/Straw, or Other Articles to Report on PPQ Form 280-R, Report of Regulated Importation









If the article is:	And:	And is:	Then:
Fruits or vegetables (whole, segmented, or sliced but not juices or purees)	Harvested in Mexico	Mandado	DO NOT REPORT
		Other than mandado	REPORT
	Not harvested in Mexico		
Cut flowers (including greenery)	Cut in Canada		DO NOT REPORT
	Not cut in Canada		REPORT
Cotton and cotton products			
Fodder, hay, or straw			
Neither cotton, cut flowers, fruits, nor vegetables (other articles)	Derived from bamboo, coffee, corn, millets, rice, sorghum, sugarcane, or wheat	Regulated	
		Not regulated	DO NOT REPORT
	Not derived from a crop listed in the cell above		DO NOT REPORT

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation

Block	Instructions
Month/Year Covered	Enter the month and year covered; use the first three letters of the month and the last two letters of the year (for example, enter 'Dec 01' for December 2001)

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions
Port	Fill in the name of the port of entry from which the articles are being released
Page	Number pages consecutively (for example, page 1 of 1, page 4 of 12)
Please "X" if Negative Report	◆ If there are no interceptions of regulated articles, enter an "X" in the box ◆ Send the form to Riverdale
"X" Appropriate Activity	◆ Enter an "X" in the appropriate box ◆ Complete a separate form for each of the following activities: Maritime, Airport, Land Border

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions		
Commodity and Country of Origin	Use this column to record the category, commodity, and country of origin. The format must be recorded in the exact order: <u>CATEGORY</u> Commodity Country of Origin (see Figure A-1-9 for an example)		
	If:	And commodity is:	Then list this category:
	CATEGORY	Fruits and vegetables	First, capitalized and underlined
		Propagative material	Second, capitalized and underlined
		Cut flowers	Third, capitalized and underlined
		Cotton and cotton products	Fourth, capitalized and underlined
		Other products	Fifth, capitalized and underlined
	If commodity is:	And it is:	Then:
	Fruit or vegetable	From either:	<ul style="list-style-type: none"> ◆ List exactly as entered in the <i>Fruits and Vegetables Volume of Manuals</i> ◆ List each commodity separately ◆ List to the species level ◆ List in the singular; not the plural ◆ If the shipment is frozen, use "frozen" as a descriptive adjective ◆ DO NOT identify variety ◆ DO NOT group commodities
		<ul style="list-style-type: none"> ◆ Single country of origin ◆ More than one country of origin 	

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions		
Commodity and Country of Origin (continued)			
	If commodity is:	And it is:	Then:
	Fruit or vegetable (continued)	Fruit combined (as in a salad)	USE term "Mixed Fruit" as commodity
		Vegetables combined (as in a salad)	USE term "Mixed Vegetables" as commodity
		Commodities are under any of the following: ◆ Quarantine 28 ◆ Quarantine 56 ◆ Departmental permit	◆ LIST commodity ◆ NEVER group commodities
		Commodities for which permits are waived ◆ Listed under ALL COUNTRIES in the Reference Section of the <i>Fruits and Vegetables Volume of Manuals</i> ◆ Approved entry into the U.S. Virgin Islands from British Virgin Islands ◆ Listed in the <i>Fruits and Vegetables Manuals</i> as approved for entry into U.S. Virgin Islands and Puerto Rico from the West Indies	◆ LIST commodity ◆ NEVER group commodities

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions			
Commodity and Country of Origin	If the commodity is:	And:	And:	Then list as:
	Bulbs	Requires treatment for a pest	→	1st commodity, Bulbs
		Do not require treatment for a pest	→	8th commodity, Misc. Bulbs
	Seeds	Do not require a written permit if those seeds must be treated for a pest	→	2nd commodity, Seeds
		Requires a written permit	→	3rd commodity, Misc. Seed
	Plants	Not postentry	Not prohibited	4th commodity, Postentry Plant, by genus
		Trade group is: ◆ Aquatic plants ◆ Bonsai ◆ Bromeliads ◆ Cactus ◆ Ferns ◆ Misc. regulated plants ◆ Orchids ◆ Palms ◆ Succulents ◆ Tropical	It is possible for you to list the plant under the appropriate trade group	Appropriate trade group under the commodity "Plants"
			It is not possible for you to list under the appropriate trade group	Alphabetically under "Plants"
			Departmental Permit Material	→ 6th commodity, by genus, under "Departmental Permit Material"
			Prohibited Material	→ 7th commodity, by genus, under Prohibited Material

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions			
Commodity and Country of Origin (continued)	If commodity is:	And:	And:	Then:
			Genera that requires a permit	LIST by genus under "Cut Flowers"
		Commercial shipment	Genera that do not require a permit	
		Not a commercial shipment	→	DO NOT list
		Greenery	→	List under "Cut Flowers" by genus
		Decorative floral material	→	LIST under "Cut Flowers" using terms such as bouquet
		From Canada	→	DO NOT list
	If commodity is:	And:	And:	Then:
		Cotton	→	LIST commodity under Cotton and Cotton Products
		Cotton Products	Cottonseed NOT intended for propagation	LIST commodity under Cotton Products
		◆ Bagging ◆ Covers	→	List commodity by type
		Cottonseed intended for propagation	→	◆ LIST under "Propagative Material" ◆ DO NOT list under Cotton and Cotton Products

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions		
Commodity and Country of Origin (continued)			
	If commodity is:	And:	Then:
	Other articles	Not included in the previous categories	LIST under "Other Articles"
Country of Origin	<ul style="list-style-type: none"> ◆ IDENTIFY the country of origin ◆ DO NOT confuse the country from which the commodity is shipped with the country of origin ◆ If the <i>Fruits and Vegetables Volume of Manuals</i> identifies a certain region or area of country, include the region or area in <i>Column M—Remarks</i> 		
Number of Shipments	<ul style="list-style-type: none"> ◆ ENTER the total number of shipments for each commodity in Column B (a shipment is a group of restricted commodities received at one time from a single exporter under a single waybill number, even though the material may have been assembled from various sources) ◆ ENTER the number of shipments or entries (a single shipment may include material under more than one PPQ entry permit and several shipments may be combined under a single U.S. Customs entry; however, these remain separate shipments for the monthly report) ◆ ENTER each commodity as a separate shipment for mixed shipments (if a shipment contains carrots and radishes, list both) 		

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions			
Kilograms/ Stem Counts/ Plant Units	If category is:	And commodity is:	And:	Then report in:
	Fruits and Vegetables	_____	→	Kilograms
	Propagative Material	Seeds	→	
		Other than seeds	→	Number of plant units
	Cut Flowers	Cut flowers	→	Number of stems for each genus
		Greenery	→	Number of units for each genus
	Cotton and Cotton Products	Lint and waste	→	Bales
		Cottonseed products	→	Kilograms
	Other Articles	Bagasse	→	
		Corn and related plants (except green corn)	◆ Broomcorn ◆ Broomstraw ◆ Corn, shelled or unshelled ◆ Fodder ◆ Sorghum seed ◆ Other seed	
		Hay	→	Kilograms
		Plant pests	→	Number of parcels
		Rice and rice hulls	→	Kilograms
		Rice straw	→	Kilograms

TABLE A-1-17 Instructions for Completing PPQ Form 280-R, Report of Regulated Importation (continued)

Block	Instructions
Disposition	<ul style="list-style-type: none"> ◆ PLACE an "X" in the appropriate blocks (D through L); in most cases, only one column is marked ◆ MARK both Column D and Column E if part of a shipment will be inspected and released and part will be reexported <ul style="list-style-type: none"> ❖ SHOW the disposition of each part of the shipment in the <i>Remarks</i> column (see A-1-7 on page A-1-24) ◆ MARK both Column D and Column F or G if part of a shipment will be inspected and released and part will be treated ◆ ENTER explanatory notes or reports of any other action in the <i>Remarks</i> column
Remarks	<p>USE this column for explanations of unusual actions and additional information, such as the following:</p> <ul style="list-style-type: none"> ◆ If the <i>Fruits and Vegetables Volume of Manuals</i> specifies a certain region or area of a country, fill in the region or country (see FIGURE A-1-9 on page A-1-29) ◆ When Column E (T&E or DE) is marked, enter the country receiving the shipment; never fill in the next port ◆ When Column G (Treated, Other) is marked (a commodity requires treatment at the port), fill in the treatment; enter general descriptions such as cold treatment or cleaned with a vacuum; never enter treatment schedules ◆ When Column H (Prcleared) is marked, fill in the preclearance site and treatment ◆ When Column I (Departmental permit) is marked, enter the permit number ◆ When Column K (Refused IE or T&E) is marked, enter the name of the country receiving the shipment; never enter the next port
Inspector in Charge Name	Fill in
Inspector in Charge Signature	Sign
Date	Fill in

Distribution of PPQ Form 280-R

Distribute PPQ Form 280-R, Report of Regulated Importations, as follows:

- 1.** Send the original to:

USDA, APHIS, PPQ, PO
4700 River Road, Unit 60
Riverdale, MD 20737-1232

- 2.** Send one copy to the Regional Director (optional).
- 3.** Keep one copy for Port files.

PPQ Form 287, Mail Interception Notice

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE MAIL INTERCEPTION NOTICE		1. PORT OF ENTRY <u>JFKIA</u> 2. DATE <u>07/26/02</u>		3. REFERENCE
<p>The material described below was found to be moving in the mail in violation of the agriculture quarantine regulations pertaining to the entry and movement of plants, plant products, animal products, soil, and plant pests. These violations may result in criminal or civil penalties. Disposition was taken under authority of laws administered by the U.S. Postal Service, U.S. Customs Service, and U.S. Department of Agriculture. All inquiries concerning condition, delays, shortages, or breakage should be addressed to the postmaster at the above port (Item 1). Information concerning the quarantine referred to in Item 12 may be secured on application to U.S. Department of Agriculture, APHIS, P.Q., 4700 River Road, Unit 60, Riverdale, Maryland 20737.</p>				
4. TO (Addressee) <u>A. Kathryn Nicomette</u> <u>104 East Mason St.</u> <u>Newburyport, MA</u>			5. FROM (Addressor) <u>Pascal Nicomette</u> <u>Lamipeau</u> <u>Aka Aka Bp 84</u> <u>Mata Utu, Wallis</u>	
6. INTERCEPTED MATERIAL <u>Roast pork, mangoes, papaya</u>				
7. POSTMARK <u>Wallis Futuna Islands</u>		8. DATE <u>07/11/02</u>		9. MAIL REGISTRY NO. <u>None</u>
10. BREAKAGE <u>None</u>	11. RECONDITIONING REQUIRED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		12. QUARANTINE OR REGULATION IN VIOLATION <u>9CFR 94; 7CFR 39.56</u>	
13. DISPOSITION <input checked="" type="checkbox"/> Prohibited material removed and destroyed. <input type="checkbox"/> Container and contents destroyed. <input type="checkbox"/> Package returned to origin.				
14. REASON FOR DISPOSITION 1. <input type="checkbox"/> Addressee, after due notice, failed to apply for permit required by law. 2. <input checked="" type="checkbox"/> Contains meat not admitted by U.S. Department of Agriculture. Meat may carry animal diseases that do not occur in the United States. For follow-up cases fill out the below: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> a. Type of animal product per label <input type="checkbox"/> Swine <input type="checkbox"/> Ruminant <input type="checkbox"/> Poultry b. Certificates/Permits <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </div> <div style="width: 30%;"> c. Country of origin per label <u>unlabeled</u> d. Meat product is: <input type="checkbox"/> Dried/Cured <input type="checkbox"/> Foil packaged <input type="checkbox"/> Vacuum packed <input type="checkbox"/> Fresh, Chilled, or Frozen <input checked="" type="checkbox"/> Can/Jar </div> <div style="width: 30%;"> e. Other animal products: <u>None</u> f. Reason considered not to be shelf stable (Specify below in Remarks) </div> </div> 3. <input type="checkbox"/> Material infested or infected and treatment not feasible. Insect pests and plant diseases in fruits, vegetables, or other plant material could become established and threaten U.S. agriculture. 4. <input checked="" type="checkbox"/> Material not authorized entry. 5. <input type="checkbox"/> Material in or contaminated with soil. Soil can carry many plant pests and diseases. 6. <input type="checkbox"/> Other (Specify below in Remarks)				
15. REMARKS (Include any pertinent information, i.e. condition of material, condition of cans which indicates not shelf stable, etc.) <u>Pork appeared to be home prepared - roasted and put in a jar</u>				
16. OFFICER (Signature) <u>Hong Theau</u>				

PPQ FORM 287 (FEB 2002) Previous editions are obsolete.

FIGURE A-1-10 PPQ Form 287, Mail Interception Notice

Purpose

PPQ Form 287, Mail Interception Notice, is completed for the following reasons:

- ◆ Notify the individual (addressee) receiving the mail package that unauthorized animal products, animal by-products, plants, plant products, plant pests, or soil were removed
- ◆ Inform the sender (addressor) of the reason for removing the animal products, animal by-products, plants, plant products, plant pests, or soil
- ◆ Record the regulatory action PPQ takes when intercepting mail
- ◆ Provide information for preparing monthly and quarterly reports

Instructions

Complete PPQ Form 287 using the instructions in [Table A-1-18](#).

TABLE A-1-18 Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
1	Enter your port of entry
2	Enter the date
3	Leave blank
4	Enter the complete name and address of the individual who is receiving the package (addressee)
5	Enter the complete name and address of the individual who sent the package (addressor)
6	Describe in detail the animal product, animal by-product, plant, plant product, plant pest or soil you have removed, destroyed, or returned (the intercepted material)
7	Enter the location where the package was postmarked
8	Enter the date of the postmark
9	Enter the mail registry number recorded on the package, if any
10	<ul style="list-style-type: none"> ◆ If contents were broken, leaked, or skilled, then list ◆ If there was no breakage, enter "NONE"
11	<ul style="list-style-type: none"> ◆ If reconditioning to the package was required by the agent of the carrier, broker, or addressee check "Yes" ◆ If reconditioning of the package was not required, check "No"
12	<ul style="list-style-type: none"> ◆ Enter the regulation that governs the unauthorized animal product, animal by-product, plant, plant product, plant pest, or soil ◆ If you do not know the regulation, then refer to
13	<ul style="list-style-type: none"> ◆ Check the block that states what regulatory action you took—removed, destroyed, or returned ◆ Do not seek advice from the individual receiving the package as to whether the animal product, animal by-product, plant, plant product, or plant pest should be destroyed or returned to origin

TABLE A-1-18 Instructions for Completing PPQ Form 287, Mail Interception Notice

Block	Instructions
14	<ul style="list-style-type: none"> ◆ Check the block that states the reason why you took regulatory action ◆ If the reason is not specifically listed, then check the “Other” block and list the reason
15	<ul style="list-style-type: none"> ◆ Detail what you did and why so that the individuals who sent and receive the package understand what was done and why <p style="margin-left: 40px;">Example Pork appeared to be home prepared–roasted and put in a jar.</p> <ul style="list-style-type: none"> ◆ If the package is being returned to the sender, list in this block “The package was returned by surface mail.” The Postal Service will not return packages by air
16	Sign your name
Reverse side of PPQ 287	<ul style="list-style-type: none"> ◆ When some items are removed from a package, it is good policy to list the remaining contents and their condition on the reverse side of this form ◆ Note who handled the repackaging and wrapping of the package before the package was returned to the mail is advisable (this information will be useful to answer any complaints of missing items or breakage)

TABLE A-1-19 Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests

If the product is:	And it is:	Then the regulation is:
Animal product or animal by-product	Semen or embryos	9CFR Part 98
	Edible products such as: <ul style="list-style-type: none"> ◆ Meat and meat products ◆ Milk and milk products ◆ Eggs 	9CFR Part 94
	Inedible by-products such as: <ul style="list-style-type: none"> ◆ Bones ◆ Hay or straw ◆ Hides ◆ Skins 	9CFR Part 95
	Casings	9CFR Part 96
	Biological products such as viruses, serum, toxins that are intended for use in treating animals	9CFR Part 104
	Organisms and vectors	9CFR Part 122

TABLE A-1-19 Determine the Regulation that Governs the Plants, Plant Products, Animal Products, Soil, and Plant Pests (continued)

If the product is:	And it is:	Then the regulation is:
Plant or plant products	Citrus canker and other citrus diseases	7CFR Part 319.19
	Citrus fruit (and peel)	7CFR Part 319.28
	Coffee (beans into Puerto Rico and Hawaii)	7CFR Part 319.73
	Corn diseases	7CFR Part 319.24
	Cotton, cottonseed, etc. (Hawaii, Puerto Rico, and Virgin Islands)	7CFR Part 318.47
	Cut flowers	7CFR Part 319.74
	Exotic bee diseases and parasites	7CFR Part 319.76
	Foreign cotton and covers	7CFR Part 319.8
	Fruits & vegetables (Puerto Rico and Virgin Islands)	7CFR Part 318.58
	Hawaiian fruits and vegetables	7CFR Part 318.13
	Honeybees and honeybee semen	7CFR Part 322
	Indian corn or maize, broomcorn, and related plants	7CFR Part 319.41
	Kaphra beetle	7CFR Part 319.75
	Logs, lumber, and other unmanufactured wood articles	7CFR Part 319.40
	Nursery stock, plants, roots, bulbs, seeds, and other plant products	7CFR Part 319.37
	Packing materials	7CFR Part 319.69
	Plants and plant products in mail	7CFR Part 351
	Rice (grain, straw, hulls, plants)	7CFR Part 319.55
	Sugarcane	7CFR Part 319.15
	Sugarcane (Hawaii, Puerto Rico)	7CFR Part 301.87
	Sweet potatoes (Hawaii, Puerto Rico, and Virgin Islands)	7CFR Part 318.30
	Wheat diseases (grain, straw, plants)	7CFR Part 319.59
Other Regulations	Endangered Species Convention	50CFR Part 23
	Safeguard Regulations	7CFR Part 352

Distribution of PPQ Form 287

Distribute PPQ Form 287 as follows:

1. Use [Table A-1-20](#) to determine where to send the original PPQ Form 287.

TABLE A-1-20 Distribution of PPQ Form 287, Mail Interception Notice

If the package is:	And the contents is:	Then the original copy of PPQ Form 287 is:
Released to the addressee		Enclosed in the package
Destroyed or returned to sender	Was prohibited or restricted	Mailed to the addressee
	Unrestricted	Sent to the postal official

2. Distribute the copies of PPQ Form 287 as follows:
 - ❖ If the package is returned to the sender, enclose a copy inside the package
 - ❖ If necessary, give a copy to the Postal supervisor
 - ❖ Place a copy in the port file and maintain for an official record

PPQ Form 288, Ship Inspection Report

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE SHIP INSPECTION REPORT			1. PORT REPORTING Baltimore, MD	2. FLAG/NAME OF VESSEL LR Shining Star	3. DOCK Dundalk Marine Terminal
4. FROM (Port and Country) Yokohama, Japan			5. VIA Los Angeles—Panama Canal		
6. ARRIVAL DATE July 19, 2003		7. ARRIVAL TIME ETA 0900 Actual 0945		8. INSPECTION DATE July 20, 2003	
9. INSPECTION TIME From 1100 To 1130			12. PROPOSED DEPARTURE DATE July 22, 2003		
10. NO. PASSENGERS AND CREW CLEARED 0			11. NO. PIECES OF BAGGAGE 0		
PROHIBITED AND/OR RESTRICTED AGRICULTURAL MATERIALS					
13. COMMODITY	14. LOCATION	15. COUNTRY OF ORIGIN	16. SAFEGUARD AND/OR DISPOSITION PRESCRIBED		
Beef 1,200 kg	S	Argentina	May be used while in port		
Pork 500 kg	S	Japan			
Cabbage 200 kg	S	Japan			
Peppers 50 kg	S	Japan			
Eggplant 40 kg	S	Japan			
SAFEGUARD NOTICE: While this vessel is in the territorial limits of the United States, no crew member or other person shall remove any of the following items except by specific permission of an Agricultural Officer: (1) fruits, vegetables, meats, or other animal products; (2) live plants; (3) live birds; (4) hay, straw, rice hulls, hold sweepings or dunnage; (5) garbage from food materials including rootcrop bags, meat wrappers, or other food containers. GARBAGE MUST BE KEPT IN COVERED, LEAKPROOF CONTAINERS INSIDE THE VESSEL'S RAILINGS AT ALL TIMES.					
If any agricultural items are sealed, the seals are not to be broken or removed while this vessel is within territorial limits of the United States except under direction of an Agricultural Officer.					
WARNING NOTICE: Violations of the above requirements can result in criminal fines in accordance with Title 18, United States Code and imprisonment for up to one year, or both, or civil penalties of up to \$250,000 per violation.					
17. I Fully Understand the Safeguards Prescribed Above (Signature of Responsible Ship's Officer) <i>Ray G. Thompson</i>			18. TITLE Captain		19. DATE July 20, 2003
20. CONDITION OF GARBAGE CONTAINERS WHEN INSPECTED			21. SHIP AREAS NOT INSPECTED		22. LIVE ANIMALS/BIRDS ABOARD
COVERED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	INSIDE RAILING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	LEAKPROOF <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> QUARTERS <input type="checkbox"/> DRY STORES <input type="checkbox"/> PANTRY		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Type: Number:
APHIS MARPOL ANNEX V COMPLIANCE CHECKLIST					
THE FOLLOWING OBSERVATIONS WERE MADE BY APHIS PERSONNEL AFTER INSPECTING VESSEL'S WASTE HANDLING PROCEDURES AND EQUIPMENT:					
23. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO There is a functional incinerator or other disposal method aboard.					
24. <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO The responsible vessel representative was requested to show, and did produce, a garbage pickup receipt or other evidence of lawful disposal of plastics ashore.					
ALERT: Report the presence of Honey Bees (swarms or individual bees) to the nearest Agricultural Officer, Telephone _____					
25. REMARKS Automobiles discharge at Charleston, SC.					
26. SUBSEQUENT PORTS OF CALL (Notified) Charleston, SC			NO. PASSENGERS 0		27. OFFICER'S SIGNATURE <i>Steven McQueen</i>

PPQ FORM 288
JUL 2001

Previous editions are obsolete

FIGURE A-1-11 Example of PPQ Form 288, Ship Inspection Report

Purpose

PPQ Form 288 serves the following purposes:

- ◆ Port record of the ship inspection
- ◆ Order to the Captain or other responsible ship's officer to take or observe designated safeguards and documented agreement to those safeguards
- ◆ Means of notifying subsequent ports of observations made and disposition actions taken during ship boarding
- ◆ Means to document the agreement to safeguard restricted items and garbage, or materials under seal while in U.S. territorial waters during the voyage
- ◆ Warning notice on the vessel when khapra beetle suspects are found
- ◆ Evidence for a garbage violation case

Instructions

To complete this form, follow the instructions in [Table A-1-21](#).

TABLE A-1-21 Instructions for Completing PPQ Form 288, Ship Inspection Report

Block	Instructions
1	List the name of the city and State of your port
2	List the flag (country of registry) and name of vessel (two-letter PINET code/ name of vessel)
3	List the dock
4	List the country of origin
5	Fill in
6	List the date of arrival
7	List the estimated time of arrival (ETA) and the actual time of arrival
8	List the date of inspection
9	List the beginning and ending time of ship boarding
10-11	List the number of passengers disembarking at your port and the number of pieces of baggage; if none, enter 0
12	List the proposed date of departure (important for planning any future reboardings and/or to give the next port advanced notice)
13	<ul style="list-style-type: none"> ◆ List the names and quantities (in kilos) of commodities (meats, animal products, fruits, and vegetables) that are restricted or prohibited ◆ DO NOT list fruits and vegetables which are listed in the <i>Fruits and Vegetables Manual</i> as enterable unless treatment is a condition of entry or inspection discloses a pest risk requiring a specific safeguard or disposition

TABLE A-1-21 Instructions for Completing PPQ Form 288, Ship Inspection Report (continued)



Block	Instructions
14	<ul style="list-style-type: none"> ◆ List location by using the following letters: B for baggage, Q for quarters, S for stores, and F for ship's furnishings ◆ Write the number of interceptions after the letter for material intercepted and destroyed, such as "B-3" for three interceptions in baggage
15	List the country of origin for each commodity
16	<p>Fill in a statement to be used for safeguard and/or disposition prescribed, as follows:</p> <ul style="list-style-type: none"> ◆ Enter "To remain under seal while in territorial waters of the United States." for items such as fruit fly hosts and meat or meat products which require sealing, or for a garbage violation ◆ Enter other appropriate statements, such as: <ul style="list-style-type: none"> ❖ May be used while in port ❖ To remain under seal pending treatment ❖ Destroyed ❖ See <i>Remarks</i>
17	Have the Captain or highest officer aboard the vessel read the Safeguard Notice and sign the block
18	Person signing Block 17 lists title
19	Have the person signing enter the date signed
20	Check yes or no as condition of garbage containers observed
21	<ul style="list-style-type: none"> ◆ Check any ship areas that were not inspected ◆ If Holds were inspected, then list
22	<ul style="list-style-type: none"> ◆ Check as appropriate ◆ If any live animals or birds are aboard, then list the type and number of regulated animals only; do not list cats or dogs
23	<p>If there is a functional incinerator or other disposal method aboard, check YES; if not, check NO</p> <div>  <p>The following checks in <i>Block 23</i> and <i>Block 24</i> constitute a violation of MARPOL Annex V: 23) No 24) No</p> </div>
24	<p>Check YES or NO as appropriate and list the title of the ship's representative</p> <div>  <p>The following checks in <i>Blocks 23</i> and <i>Block 24</i> constitute a violation of MARPOL Annex V: 23) No 24) No</p> </div>

TABLE A-1-21 Instructions for Completing PPQ Form 288, Ship Inspection Report (continued)

Block	Instructions
25	<p>List any additional information or supplemental data as appropriate, such as the following:</p> <ul style="list-style-type: none"> ◆ If crew member informs you that plastics were dumped at sea, then write the crew member's statement and have crew member sign ◆ Reference if fumigation was voluntary, i.e., carrier choice as alternate to waiting for pest identity confirmation ◆ Reference to cargo that PPQ at next port of call should know about ◆ Reference to giving a copy to Master or other officer ◆ Warning notice ◆ Dry stores fumigated ◆ Enter number and types of seals applied, serial numbers, and exact locations of seals; e.g., "USDA Tyden seal #4967 on cage locker inside the vegetable reefer ◆ Indicate when a ship that sailed foreign without fumigation returns with an acceptable foreign fumigation certificate ◆ Enter a dollar sign (\$) if you have assessed and collected a spot settlement for a garbage violation and state the nature of the violation and the amount of penalty ◆ If a pet bird is aboard the vessel, write the following statement and get the Captain's signature: "I agree to keep the bird(s) caged or tethered and kept in a ship's cabin while in U.S. territorial waters." <i>[Captain's Signature]</i> ◆ If the vessel arrived from or transited a country known to have Africanized honeybees, write the following statement: "If live bees are sighted on the ship or a container, then call a PPQ officer at <i>[Port telephone number].</i>"
27	Officer signs

Instructions for Completing PPQ Form 288 When Using for Documenting Monitoring Activities

When PPQ Form 288 is used for documenting monitoring activities, then follow the instructions in [Table A-1-22](#).

TABLE A-1-22 Instructions for Completing PPQ Form 288, When Using for Documenting Monitoring Activities

Block	Instructions
1-3	Fill in
4-7	Leave blank
8-9	Fill in
10-19	Leave blank
20	Fill in
21-24	Leave blank
25	Fill in

Distribution of PPQ Form 288

Distribute PPQ Form 288 as follows:

- ◆ Keep the original for the port file
- ◆ Give one copy to Master or other ship officer
- ◆ Send one copy to the PPQ office at subsequent port when **any** of the following conditions apply:
 - ❖ Stores are sealed
 - ❖ Pest risk is significant
 - ❖ Vessel has a garbage violation
 - ❖ Cargo of PPQ interest is to be discharged

PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE REMEDIAL MEASURES BILLING <i>(Statement of Services)</i>		1. ORIGINATING OFFICE AND TELEPHONE NO. 3. SERVICE DATE	2. LOCATION CODE (4 Digits) 4. IRS TAX ID NO./SS NO.
5. OWNER/AGENT NAME	6. OWNER/AGENT ADDRESS		7. OWNER/AGENT TELEPHONE NO.

NOTE: Partial units must be in quarter increments (e.g., 15 minutes = 1; 30 minutes = 2; 45 minutes = 3)

8. REIMBURSABLE TIME (2 hour minimum)	9. UNIT COST		10. NUMBER OF UNITS		11. TOTAL DOLLARS
	FOR HOURS	FOR QUARTERS	FOR HOURS	FOR QUARTERS	
Normal Tour of Duty	\$56.00	\$14.00			
Outside Normal Tour of Duty					
Sunday/Holiday	\$74.00	\$18.50			
Other than Sunday/Holiday	\$65.00	\$16.25			
Commuted Travel Time (If applicable under 7 CFR § 354.2)	\$65.00	\$16.25			
					12. TOTAL REIMBURSABLE CHARGE \$

13. ADDITIONAL COSTS (See Attached Invoice(s)) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div><input type="checkbox"/> Destruction \$</div> <div><input type="checkbox"/> Treatment \$</div> <div><input type="checkbox"/> Handling \$</div> <div><input type="checkbox"/> Transit \$</div> <div><input type="checkbox"/> Other \$</div> </div>					14. TOTAL ADDITIONAL COSTS \$
---	--	--	--	--	----------------------------------

15. IDENTIFICATION OF CARGO Carrier _____ Entry No. _____ Airway Bill/ Bill of Lading No. _____ Broker Reference No. (If Applicable) _____			16. TOTAL AMOUNT DUE \$
---	--	--	----------------------------

17. REMARKS

CERTIFICATION: I CERTIFY THAT SERVICES RECORDED ABOVE WERE PERFORMED.

18. PLANT PROTECTION AND QUARANTINE OFFICER'S SIGNATURE	19. SIGNATURE DATE
---	--------------------

PPQ FORM 301-R
APR 2001

FIGURE A-1-12 Example of PPQ Form 301-R, Remedial Measures Billing (Statement of Services)

Purpose

PPQ Form 301-R, Remedial Measures Billing (Statement of Services), is used to record costs incurred when PPQ arranges and takes remedial action for articles (import cargo) after the importer or agent fails to comply with prescribed remedial measures.

Instructions for Completing PPQ Form 301-R

TABLE A-1-23 Instructions for Completing PPQ Form 301-R

Block	Instructions
1	Enter the originating office's city, state, and telephone number (including area code)
2	Enter the fourth through seventh digits of your local accounting code
3	Enter the date the service is provided. If the service extends over two or more days, enter the beginning date
4	Enter the IRS-assigned taxpayer identification number (TIN) or the individual's Social Security number; all Federal Agencies are required to obtain a TIN from each person doing business with the Agency
5	Enter the company or agent's name
6	Enter the company or agent's complete mailing address
7	Enter the company or agent's telephone number (including area code)
8	Enter a two-hour minimum time, regardless of when the service is provided; the two-hour minimum includes the Officer's time, time spent making necessary arrangements, and time spent completing paperwork
9	<i>Current hourly and quarter cost for services are already listed on the form</i>
10	Enter the number of units next to the service provided EXAMPLE If service is provided outside the normal tour of duty on a Sunday, and takes 2-3/4 hours, then enter a 2 in the Hours column and enter a 3 in the Quarters column. Complete the Commuted Travel Time column following 7CFR 354.2.
11	1. Multiply the cost per unit by the number of units 2. Enter the total amount for that particular line
12	1. Add all the dollar amounts in <i>Block 11</i> 2. Enter the total dollar amount
13	1. Check the appropriate boxes 2. Enter the actual costs for each service 3. Attach supporting documentation (invoices, etc.) to the PPQ Form 301-R to substantiate the claim
14	1. Add all the amounts in <i>Block 13, Additional Costs</i> 2. Enter the total dollar amount
15	Enter applicable information to identify the specific cargo abandoned or seized

TABLE A-1-23 Instructions for Completing PPQ Form 301-R (continued)

Block	Instructions
16	1. Add the amounts in <i>Block 12</i> and <i>Block 14</i> 2. Enter the total dollar amount
17	List any additional comments
18	PPQ Officer performing the service signs this block
19	Enter the date the PPQ Officer signed <i>Block 18</i>

Distribution of PPQ Form 301-R

After the form is complete, distribute PPQ Form 301-R as follows:

- ◆ Send the original billing worksheet, and copies of all associated bills, invoices, EAN, VISA, check payments, statements, etc., to MBS addressed as follows:

Minneapolis Business Site (MBS)
USDA-APHIS-MBS, Attn: Accounts Receivable
100 N. Sixth Street, 5th Floor
Minneapolis, MN 55403

(MBS will collect the money and reimburse the funds to the National accounting code. The MBS contact is Carolyn Brown at 612/336-3253.)

- ◆ Keep a copy for the port file

PPQ Form 309A, Interception Record

PORT & NO. Baltimore 021301		United States Department of Agriculture Animal and Plant Health Inspection Service Plant Protection and Quarantine		Yes <input type="checkbox"/> URGENT <input checked="" type="checkbox"/> (No) <input type="checkbox"/>	
INTERCEPTION DATE 041702		INTERCEPTION RECORD		FWD TO: SEL PPQ OTHER	
INSPECTOR J.L. Jones		ORIGIN TAIWAN		Action <input type="checkbox"/>	
INSPECTED HOST (imported commodity) Litchi chinensis (leaf)		BIOLOGICAL OR PEST HOST		Reportable <input type="checkbox"/>	
DESTINATION F L		PORT ACTIVITY TYPE 1 A/P 2 M/P 3 L/B 4 I/S 5 F/S		Non Report <input type="checkbox"/>	
IMPORTED AS 01 Fruit 02 Leaf 03 Stem 04 Root 05 Seed 06 Soil		HOST 1 IN 2 ON 3 WITH		WHERE INTERCEPTED 1 Bag. 2 Mail 3 Gen. C 4 P. Car. 5 Misc. 6 Stores 7 Quart. 8 Holds	
NAME OF CARRIER		SIZE OF SHIPMENT 12 stems		MATERIAL FOR 1 Cons 2 Prop. 3 Non E.	
PEST Disease Botany Other		Order Acarina		NO. ALIVE IMMATURE PUPAE ADULTS EGGS CYSTS	
PEST NAME Eriophyes litchii (Keifer)		Determined By: J.L. Jones		REMARKS Prompt Pest intercepted from leaf galls	
PPQ Form 309A (JAN 97)					

FIGURE A-1-13 Example of PPQ Form 309A, Interception Record

Purpose

PPQ Form 309A is a worksheet that provides information pertaining to organisms intercepted from materials of foreign origin. Information on this form is used to determine the quarantine status of the intercepted organism and may be entered into the Port Information Network (PIN) database to create an official record of the interception.

Instructions for Completing PPQ Form 309A

Cargo Instructions

Submit interceptions on the basis of a shipment. The term shipment usually refers to commodities from a single exporter entering under a single Customs entry number. Shipments may be one or more plants, plant parts, plant products, or other articles arriving individually or as parts of a group, usually received at one time from a single exporter (even though the material may have been assembled from several sources). Material under separate PPQ permits may be included in a single shipment, and several shipments may arrive under one Customs entry. Remember the key words "from a single exporter entering under a single Customs entry number."

Complete a separate PPQ Form 309A for interceptions made on each shipment. If a shipment is covered by multiple permits, you may prepare separate forms for interceptions made from items under different permits within the shipment.

Prepare a separate PPQ Form 309A for each origin when infested materials in the same shipment are from different origins.

Complete a separate PPQ Form 309A for each infested host in a shipment, including each host family (if only family is known), genus (if only genus is known), or species. Submit specimens with the accompanying form for identification.

Never submit multiple forms for what is obviously the same pest species in the same shipment.

Other Interceptions

Submit from sources **other than** cargo (i.e. baggage, interception, stores, quarters, holds, ship's deck, etc.) if differences occur in any of the following:

- ◆ Pest
- ◆ Host
- ◆ Origin
- ◆ Carrier

EXAMPLE

Anastrepha sp. fruit fly larvae are found in a mombin and in a mango in passenger baggage off the same airline flight from Jamaica. Because two different hosts are involved, submit two interceptions of *Anastrepha* sp.

TABLE A-1-24 Instructions for Completing PPQ Form 309A, Interception Record

Block	Instructions
PORT & NO.	<ul style="list-style-type: none"> ◆ Fill in the port name ◆ When the interception is made at a remote port and must be forwarded to a data entry location (i.e. ports having Area Identifiers), enter a unique, six-digit port number on the 309A ◆ When the interception is made at a data entry location, a port number will be assigned when the interception is determined as reportable or must be forwarded by the Area Identifier ◆ If submitting multiple interceptions that were associated with one shipment, submit each interception on a separate PPQ Form 309A and make cross reference notes in the <i>Remarks</i> block.
URGENT	<p>Indicate whether the interception requires urgent identification, i.e. if cargo is being held pending identification of the intercepted pest</p> <ul style="list-style-type: none"> ◆ Check "Yes" if URGENT ◆ Check "No" if Routine or Prompt <p>For clarification of what is an URGENT, Prompt, or Routine interception, see Classifying and Routing Interceptions for Identification page T-1-11</p>
INTERCEPTION DATE	<ul style="list-style-type: none"> ◆ Enter the date (using a six-digit numerical format) the material was seized, or cargo or carrier was inspected ◆ Use a six-digit numerical format with the month first, the day second, and the year last, e.g. August 5, 2001 is entered as 080501
FWD TO: SEL, PPQ, OTHER	Circle one
INSPECTOR	Fill in your first name, middle initial, and last name
ORIGIN	<ul style="list-style-type: none"> ◆ Spell out the country of origin for the shipment (never abbreviate) ◆ If the origin is unknown, write "Unknown" ◆ If the origin is uncertain, then write the country or area name followed by a question mark, e.g. "Netherlands?" or "Asia? (country?)"
Action	<ul style="list-style-type: none"> ◆ LEAVE block blank if no action was taken or the action status is unknown <p>PPQ identification personnel check this block when making a final identification of an actionable organism to inform the submitting officer</p>
Reportable Non-report	<ul style="list-style-type: none"> ◆ PPQ Identification personnel check one or none of these two blocks when making a final identification to inform the officer whether the interception is reportable ◆ Leave the block blank if the quarantine status is unknown

TABLE A-1-24 Instructions for Completing PPQ Form 309A, Interception Record (continued)

Block	Instructions
INSPECTED HOST	<ul style="list-style-type: none"> ◆ Complete the <i>Inspected Host</i> space in all instances ◆ Fill in a description of the imported commodity you inspected ◆ If plant material, fill in the scientific name of the host and follow the host name with the plant part affected in parenthesis, e.g. "<i>Citrus sinensis</i> (fruit)." (Plant part qualifiers acceptable to PIN are bulb, dried fruit, flower, fruit, leaf, plant, root, seed, and stem) ◆ If the plant part affected is dead or decaying, record this in the <i>Remarks</i> block. For miscellaneous items, fill in an accurate, but general description, e.g. auto parts, guar gum, machinery ◆ When a pest is collected at large without plant association, use appropriate wording to designate where the pest was found, e.g. aircraft, railway car, container, etc. ◆ When the pest is intercepted from material associated with or contaminating the imported commodity, record this additional host information in the <i>Biological or Pest Host</i> block (see the following instructions and examples)
BIOLOGICAL OR PEST HOST	<ul style="list-style-type: none"> ◆ Use this block to record additional host information when material contaminating or associated with the imported commodity (Inspected Host) is the actual host of the intercepted pest ◆ Always leave this block blank when the "Inspected Host" is the actual pest host <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>EXAMPLE</p> <ul style="list-style-type: none"> ◆ Medfly found in a shipment of oranges. Insp. Host = <i>Citrus sinensis</i> (fruit), Biol. Host - leave blank ◆ Khapra beetle found on jute bagging in a shipment of parts. Because the imported commodity was parts and the bagging (containing the parts) is the more probable source of KB, Insp. Host = parts, Biol. Host = bagging or jute bagging ◆ Plant pathogen found on straw used as packing in a shipment of oriental vases. Insp. Host = vases, Biol. Host = straw ◆ Bark beetles from crates of printing machines. Insp. Host = machinery, Biol. Host = crating ◆ Bruchid beetle larva found boring in a leguminous weed seed collected from a shipment of thyme. Insp. Host = <i>Thymus vulgaris</i> (leaf), Biol. Host = <i>Fabaceae</i> sp. (seed) </div>
DESTINATION	<ul style="list-style-type: none"> ◆ Fill in the two-letter postal abbreviation for the State (see Appendix H) ◆ If the interception is made from nonentry items (stores, quarters, etc.), then do not enter a destination

TABLE A-1-24 Instructions for Completing PPQ Form 309A, Interception Record (continued)

Block	Instructions
PORT ACTIVITY TYPE	<p>Check the appropriate block to indicate the type of activity that generated the interception, as follows:</p> <ul style="list-style-type: none"> ◆ A/P for airport ◆ M/P for maritime ◆ L/B for land border ◆ I/S for inspection station ◆ F/S for foreign site
HOST	<ul style="list-style-type: none"> ◆ Check the appropriate <i>Block</i>—1, 2, or 3 ◆ Check "WITH" for those pests not directly feeding on the host, e.g. plant bugs found in cases of marble tile are with the cargo
WHERE INTERCEPTED	<p>Check the appropriate block (only one) to indicate where the pest was found</p> <p>¹ Baggage—include mandado</p> <p>² Mail—include mail packing and mail bags</p> <p>³ General Cargo—manifested items that are not quarantine regulated, e.g. processed wood products, household goods, dried flowers, Chamaedorea, reed mats</p> <p>⁴ Permit Cargo—manifested items requiring a formal permit and/or quarantine-regulated items, e.g. unprocessed wood products including dunnage, fruits and vegetables, propagative material, fresh cut flowers</p> <p>⁵ Miscellaneous—check when pests are found at large, on exterior or within various parts of the carrier (ship, plane, or vehicle), except when found in the carrier stores, quarters, or holds (see blocks 6, 7, and 8). Examples for this category include the deck of a ship, exterior of an airplane, empty railway car, or automobile trunk</p> <p>⁶ Stores—check when pests are found infesting food put aboard carriers to feed crew, passengers, or animals</p> <p>⁷ Quarters—check when pests are found in living areas including cabins on a ship, passenger and crew cabins on a plane, etc.</p> <p>⁸ Holds—check when pests are found in ship or aircraft cargo compartments, and the pests cannot be associated with a specific cargo</p>

TABLE A-1-24 Instructions for Completing PPQ Form 309A, Interception Record (continued)

Block	Instructions
MATERIAL FOR	<p>Check the appropriate block to indicate if the commodity or host material is for consumption or propagation, or if the material is a non-entry item. The key to distinguishing between items for consumption or propagation is the intended use of the item</p> <p>¹ Consumption—articles or items entering for nonpropagative purposes (i.e. cargo, baggage and mandado), soil (as such, not with plants), packing materials, and containers with nonpropagative entries, dunnage, mail and mail bags. This includes conveyances closely associated with importations, e.g. overseas containers</p> <p>² Propagation—check this block for pests taken from plant propagative material entering or offered for entry as an importation, or moving from offshore U.S. areas, including articles intimately associated with the plant material, such as soil, packing materials, and containers</p> <p>³ Nonentry —check this block for pests taken from items not intended for entry. Nonentry items may be found in locations recorded in "Where Intercepted" (see above) <i>Blocks 5-8</i>. Nonentry items include:</p> <ul style="list-style-type: none"> ❖ Ship and aircraft stores ❖ Crew and passenger quarters on ships, aircraft, trains, etc. ❖ Ship or plane holds when the infestation is not associated with off-loaded cargo (e.g. from grain, cereal, seed, or other material residues, debris, dunnage, under bulkhead paint or rust scales, etc.) ❖ T&E and IE entries, including bonded baggage
IMPORTED AS	<p>Check the block which indicates the form in which the inspected host was imported. The block check here may not be identical to the plant part affected (see listed plant part qualifiers, under Inspected Host), e.g. a host imported as an entire plant may have only the leaves infested</p>
PEST NAME	<ul style="list-style-type: none"> ◆ Enter your identification of the pest in the first (uppermost) open block ◆ Enter successive identification or confirmations by other officers, backups, or area identifiers in the next open block
NAME OF CARRIER	<p>Enter the carrier name as follows:</p> <ul style="list-style-type: none"> ❖ Airlines—fill in the airline code and flight number ❖ Military aircraft—show type of aircraft (e.g. C-124, C-141) and/or record the tail number ❖ Maritime vessels—enter only the vessel name Never use country of registration and "M/V", "S/S" or similar abbreviations of ships, e.g. for the US m/v Enterprise, fill in only "Enterprise"
SIZE OF SHIPMENT	<p>Enter an appropriate quantity designation depending on the character of articles, such as numbers and kind of containers, number of pieces, or weight</p> <ul style="list-style-type: none"> ❖ Propagative entries—enter plant units when possible ❖ Stores—you may estimate

TABLE A-1-24 Instructions for Completing PPQ Form 309A, Interception Record (continued)

Block	Instructions
OT	Check if the interception was made on any type of overtime, e.g. user fee or reimbursable
PEST	<ul style="list-style-type: none"> ◆ Check "Disease" for plant pathogen (including nematode) submittals ◆ Check "Botany" for weed or host identification submittals ◆ Check "Other" for insect, mite, and mollusk submittals, and write the Order or higher classification of the organism under "Order," e.g. fill in "Acari" for mites. If you do not know the order, then fill in a statement such as "unknown arthropod" or "snail"
NO. ALIVE	<ul style="list-style-type: none"> ◆ List the number of specimens for each life stage submitted, except for seeds and diseases ◆ Never use general descriptions such as "many" ◆ Use the <i>Immature</i> block to record numbers of larvae, nymphs, or juveniles <p>NOTE: We do not record the number of dead organisms in this section. For Khapra beetle submissions, record the dead life stage(s) and number of specimens in the <i>Remarks</i> block, e.g. "8 cast skins, 1 dead adult."</p>
Pest Name	Enter the pest name, each on a separate line
Determined By	Enter your first name, middle initial, and last name to the right of identifications you made in any <i>Pest Name</i> block
Remarks	<p>Record appropriate comments or notations in this block</p> <div> <p>EXAMPLE</p> <ul style="list-style-type: none"> ◆ Prompt—to indicate nonurgent interceptions that should be identified more rapidly than routines. Use discretion in designating interceptions as Prompt. (see <i>Routine Interceptions</i> and <i>Prompt Interceptions</i> on page T-1-12 for examples) ◆ Number of dead specimens in each life stage for ◆ Khapra beetle interceptions, e.g. write "8 cast skins, 1 dead adult" ◆ Condition of the host—to indicate the extent of plant disease symptoms or occurrence of pests in a shipment; to note if the affected plant part was dead or decaying ◆ Cross-reference notes—to indicate other interceptions were made from the same shipment ◆ Identifiers or appropriate PPQ personnel will determine which remarks will be captured in the PIN database </div> <div> <p>EXAMPLE</p> <p>Items that should not be entered into PIN include local messages or explanations regarding cargo disposition, routing of the interception, etc.</p> </div>

Distribution of PPQ Form 309A

Send the completed, single-page, PPQ Form 309A along with the specimen to the appropriate identifier or specialist for identification. See ***Sending Specimens for Identification*** on page T-1-13,

PPQ Form 391, Request for Identification

This report is authorized by law (7 U.S.C. 147a). While you are not required to respond your cooperation is needed to make an accurate record of plant pest conditions.		See reverse for additional OMB information..		FORM APPROVED OMB NO. 0579-0010																												
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE SPECIMENS FOR DETERMINATION		Instructions: Type or print information requested. Press hard and print legibly when handwritten. Item 1 - assign number for each collection beginning with year, followed by collector's initials and collector's number. Example (collector, John J. Dingle): 85-JJD-001. Pest Data Section - Complete items 14, 15, and 16 or 19 or 20 and 21 as applicable. Complete items 17 and 18 if a trap was used.		FOR USER USE																												
1. COLLECTION NUMBER		2. DATE Month Day Year 05 01 02		3. SUBMITTING AGENCY <input type="checkbox"/> State <input checked="" type="checkbox"/> PPQ <input type="checkbox"/> Other																												
NAME OF SENDER & ADDRESS	4. NAME OF SENDER Brian K. Long		5. TYPE OF PROPERTY (Farm, Feedmill, Nursery, etc.) Nursery																													
	6. ADDRESS OF SENDER 50 Harry S. Truman Parkway		7. NAME AND ADDRESS OF PROPERTY OR OWNER Joseph Weddle																													
	Annapolis, Maryland 21401-7080		39 Farm Lane																													
	ZIP 21401-7080		Hagerstown, MD COUNTRY/ COUNTY USA																													
8. REASON FOR IDENTIFICATION ("X" ALL applicable items)																																
A. <input type="checkbox"/> Biological Control (Target Pest Name) E. <input type="checkbox"/> Livestock, Domestic Animal Pest B. <input checked="" type="checkbox"/> Damaging Crops/Plants H. <input type="checkbox"/> Possible Immigrant (Explain in REMARKS) C. <input type="checkbox"/> Suspected Pest of Regulator Concern (Explain in REMARKS) J. <input type="checkbox"/> Survey (Explain in REMARKS) D. <input type="checkbox"/> Stored Product Pest L. <input type="checkbox"/> Other (Explain in REMARKS)																																
9. IF PROMPT OR URGENT IDENTIFICATION IS REQUESTED, PLEASE PROVIDE A BRIEF EXPLANATION UNDER "REMARKS".																																
10. HOST INFORMATION																																
NAME OF HOST (Scientific name when possible) Quercus rober L.			NUMBER OF ACRES/PLANTS 112 plants		PLANTS AFFECTED (Insert figure & indicate %) <input type="checkbox"/> Number or <input type="checkbox"/> Percent : 10																											
11. QUANTITY OF HOST																																
12. PLANT DISTRIBUTION		13. PLANT PARTS AFFECTED																														
<input checked="" type="checkbox"/> LIMITED <input type="checkbox"/> SCATTERED <input type="checkbox"/> WIDESPREAD		<input checked="" type="checkbox"/> Leaves, Upper surface <input type="checkbox"/> Trunk/Bark <input type="checkbox"/> Bulbs, Tubers, Corms <input type="checkbox"/> Seeds <input type="checkbox"/> Leaves, Lower Surface <input checked="" type="checkbox"/> Branches <input type="checkbox"/> Buds <input type="checkbox"/> Petiole <input type="checkbox"/> Growing Tips <input type="checkbox"/> Flowers <input type="checkbox"/> Stem <input type="checkbox"/> Roots <input type="checkbox"/> Fruits or Nuts																														
14. PEST DISTRIBUTION		15. <input checked="" type="checkbox"/> INSECTS <input type="checkbox"/> NEMATODES <input type="checkbox"/> MOLLUSKS																														
<input checked="" type="checkbox"/> FEW <input type="checkbox"/> COMMON <input type="checkbox"/> ABUNDANT <input type="checkbox"/> EXTREME		<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <th>NUMBER SUBMITTED</th> <th>LARVAE</th> <th>PUPAE</th> <th>ADULTS</th> <th>CAST SKINS</th> <th>EGGS</th> <th>NYMPHS</th> <th>JUVS.</th> <th>CYSTS</th> </tr> <tr> <td>ALIVE</td> <td>5</td> <td></td> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DEAD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>				NUMBER SUBMITTED	LARVAE	PUPAE	ADULTS	CAST SKINS	EGGS	NYMPHS	JUVS.	CYSTS	ALIVE	5		2						DEAD								
NUMBER SUBMITTED	LARVAE	PUPAE	ADULTS	CAST SKINS	EGGS	NYMPHS	JUVS.	CYSTS																								
ALIVE	5		2																													
DEAD																																
16. SAMPLING METHOD		17. TYPE OF TRAP AND LURE		18. TRAP NUMBER																												
19. PLANT PATHOLOGY - PLANT SYMPTOMS ("X" one and describe symptoms) <input checked="" type="checkbox"/> ISOLATED <input type="checkbox"/> GENERAL discoloration, spots (brown) fade out to orange																																
20. WEED DENSITY <input type="checkbox"/> FEW <input type="checkbox"/> SPOTTY <input type="checkbox"/> GENERAL		21. WEED GROWTH STAGE <input type="checkbox"/> SEEDLING <input type="checkbox"/> VEGETATIVE <input type="checkbox"/> FLOWERING/FRUITING <input type="checkbox"/> MATURE																														
22. REMARKS																																
23. TENTATIVE DETERMINATION																																
24. DETERMINATION AND NOTES (Not for Field Use)																																

FOR USER USE	
DATE RECEIVED	
NO. LABEL SORTED PREPARED	
DATE ACCEPTED	
PR	

PPQ FOR 391 Previous editions are obsolete

PART1- PPQ

FIGURE A-1-14 Example of PPQ Form 391, Specimens for Determination

Purpose

PPQ Form 391 is used to submit along with specimens to determine identification.

Instructions

Use PPQ Form 391, Specimens for Determination, for domestic collections (warehouse inspections, local and individual collecting, special survey programs, export certification).

TABLE A-1-25 Instructions for Completing PPQ Form 391, Specimens for Determination

Block	Instructions
1	<p>1. Assign a number for each collection beginning the year, followed by the collector's initials and collector's number</p> <p>EXAMPLE In 2001, Brian K. Long collected his first specimen for determination of the year. His first collection number is 01-BKL-001</p> <p>2. Enter the collection number</p>
2	Enter date
3	Check block to indicate Agency submitting specimens for identification
4	Enter name of sender
5	Enter type of property specimen obtained from (farm, nursery, feedmill, etc.)
6	Enter address
7	Enter name and address of property owner
8A-8L	Check all appropriate blocks
9	Leave blank
10	Enter scientific name of host, if possible
11	Enter quantity of host and plants affected
12	Check block to indicate distribution of plant
13	Check appropriate blocks to indicate plant parts affected
14	Check block to indicate pest distribution
15	<p>◆ Check appropriate block to indicate type of specimen</p> <p>◆ Enter number specimens submitted under appropriate column</p>

TABLE A-1-25 Instructions for Completing PPQ Form 391, Specimens for Determination (continued)

16	Enter sampling method
17	Enter type of trap and lure
18	Enter trap number
19	Enter X in block to indicate isolated or general plant symptoms
20	Enter X in appropriate block for weed density
21	Enter X in appropriate block for weed growth stage
22	Provide a brief explanation if Prompt or URGENT identification is requested
23	Enter a tentative determination if you made one
24	Leave blank

Distribution of PPQ Form 391

Distribute PPQ Form 391 as follows:

1. Send Parts 1-5 along with the sample to your Area Identifier.
2. Retain and file Part 6 for your records.

PPQ FORM 518, Report of Violation


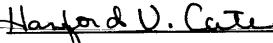
The information requested is voluntary, and is needed to record your knowledge of possible irregularities under the USDA Plant Protection and Quarantine Program.	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLAN PROTECTION AND QUARANTINE	
REPORT OF VIOLATION	
3. WHERE INTERCEPTED (City or port, and State; also county if domestic) San Francisco, CA	SERIAL NO. A3998345 1. DATE VIOLATION DISCOVERED 10/5/02 2. VIOLATED - REG/COMPL. AGREEMENT 7CFR 330.400 & 9CFR 94.5 *
5. ARTICLE MOVED IN VIOLATION OF REGULATIONS Regulated garbage	4. ORIGIN OF ARTICLE (include county if domestic) China, People's Republic of 6. IDENTITY OF ARTICLE (Serial No., Waybill No., description, etc.) Milk cartons listed China as the country of origin
7. NAME AND BUSINESS ADDRESS OF VIOLATOR (Shipper, caterer, cleaner, garbage handler, servicing agent, broker, ship's agent, etc. Identify which) Sky Chefs (caterer) 9600 Camino Road San Mateo, CA 96472	8. VIOLATOR HAD Compliance agreement? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 9. IF NO, VIOLATOR WAS AWARE OF REGULATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "Yes," how informed and when? Sky Chefs' manager Doug Ho was informed orally of the garbage regulation and signed, **
10. NAME AND BUSINESS ADDRESS OF CARRIER China Air PO Box 9700 San Francisco, CA 95731	11. CARRIER WAS AWARE OF REGULATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If "Yes," how informed and when? Carrier signed compliance agreement SF 15 on April 1, 2002.
12. IDENTITY OF CARRIER PLANE Acft. No. RG 1123 Flight No. 1250 SHIP Flag _____ Name _____ ROAD VEHICLE License No. _____	13. NAME AND BUSINESS ADDRESS OF CONSIGNEE Not applicable
14. DISPOSITION OF PEST RISK (i.e., articles named in item 5 were fumigated, destroyed, etc.) Foreign garbage was picked up, taken to the US Air incinerator, and incinerated.	
15. REMARKS (Attach additional sheet, if needed) (Block 2) * Compliance agreement number SF 7. (Block 9) ** and was given a copy of compliance agreement number SF 7 on 4/1/02. The compliance agreement specified the requirements for handling regulated garbage.	
16. VIOLATOR OR CARRIER'S STATEMENT OF VIOLATION (Attach additional sheet, if needed. Identify who gave statement) See the attached "Violator's Statement."	
17. OFFICER'S STATEMENT: Must attach a detailed, signed, and dated statement. State how the action violated the regulations or compliance agreement cited in item 2. Describe fully the facts of the violation from discovery through disposition of pest risk including when, who, what, and where.	
18. SIGNATURE OF INITIATING OFFICER 	19. PRINTED NAME OF OFFICER AND WORK UNIT Heather Gross San Francisco
20. DATE REPORT COMPLETED 10/5/02	
21. OFFICER IN CHARGE COMMENTS (Attach additional sheet, if needed) List Previous Violations RSS-CP-62-01 (given warning letter), RSS-CP 95-01 (assessed \$750 fine) Recommendations Assess \$2,000 fine	
22. SIGNATURE OF OFFICER IN CHARGE 	23. PRINTED NAME OF OFFICER IN CHARGE AND WORK UNIT Hanford V. Cate San Francisco
24. DATE SIGNED 10/5/02	
PPQ FORM 518 AUG 2002 Previous editions are obsolete	

FIGURE A-1-15 Example of PPQ Form 518, Report of Violation

Purpose

PPQ Form 518 is used to report the following:

- ◆ Violations for unauthorized movement of regulated cargo
- ◆ Violator **not** presenting the required certificates or permits

Together with statements from the officer, violator, and witnesses, and documentary and physical evidence, PPQ Form 518 becomes a part of the total case file. This form is also used for violations of domestic quarantines including Hawaii and Puerto Rico.

Instructions

Use the instructions in [Table A-1-26 on page A-1-69](#) for completing PPQ Form 518. The person who first detects the violation initiates the PPQ Form 518 and the subsequent investigation. Investigate the violation (before or while completing PPQ Form 518) by interviewing violators and witnesses to get their statements, by collecting physical evidence, and by obtaining documentary evidence. See also [page 2-7-11](#) or [page 3-6-7](#).



Funds received from civil penalties assessed for violation of the Plant Protection Act and/or the Animal Health Protection Act are deposited into the account of the Treasury of the United States. These funds are **not** controlled by any part of the CBP fines and forfeitures collection process. Therefore it is critical that civil penalty funds received for violations of agricultural laws and regulations be properly coded and deposited into the appropriate account. If you have any questions, contact QPAS at 301-734-8295.



TABLE A-1-26 Instructions for Completing PPQ Form 518, Report of Violation

Block	Instructions												
1	<p>◆ Enter date violation was discovered</p> <p>◆ If violation was discovered after it occurred, EXPLAIN in <i>Block 15</i></p>												
2	<p>Specify as follows:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th>If:</th><th>Then:</th></tr> </thead> <tbody> <tr> <td>Solely a garbage violation</td><td>Enter 330.400 and 94.5</td></tr> <tr> <td>Solely a violation of compliance agreement</td><td>Enter C.A.</td></tr> <tr> <td>Both a garbage violation and a violation of the compliance agreement</td><td>Enter 330.400, 94.5, and C.A.</td></tr> <tr> <td>Cargo violation</td><td>Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56</td></tr> <tr> <td>Animal regulation that has been violated is unknown (you don't</td><td>Contact PPQ, VRS in Riverdale at 301/734-7633</td></tr> </tbody> </table>	If:	Then:	Solely a garbage violation	Enter 330.400 and 94.5	Solely a violation of compliance agreement	Enter C.A.	Both a garbage violation and a violation of the compliance agreement	Enter 330.400, 94.5, and C.A.	Cargo violation	Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56	Animal regulation that has been violated is unknown (you don't	Contact PPQ, VRS in Riverdale at 301/734-7633
If:	Then:												
Solely a garbage violation	Enter 330.400 and 94.5												
Solely a violation of compliance agreement	Enter C.A.												
Both a garbage violation and a violation of the compliance agreement	Enter 330.400, 94.5, and C.A.												
Cargo violation	Enter the regulation(s) violated; for example, if the violation involved fresh fruit, you would enter 319.56												
Animal regulation that has been violated is unknown (you don't	Contact PPQ, VRS in Riverdale at 301/734-7633												
3	Fill in the name of the port where the cargo that was moved in violation of the regulation was discovered or where the garbage violation was observed												
4	<p>◆ Cargo—fill in the name of the country where the cargo originated or was grown</p> <p>◆ Garbage—fill in the name of the country of origin, or Hawaii or U.S. Affiliated Island</p>												
5	<p>◆ Fill in the name of the cargo moved, e.g., "5 cases of yams"</p> <p>◆ If regulated garbage—enter "regulated garbage"</p>												
6	Enter the air waybill number, bill of lading, etc.												
7	<p>1. Fill in the violator's name</p> <p>2. Indicate the person's position in parentheses after the violator's name (such as caterer, shipper, cleaner, etc.)</p> <p>3. List the violator's business address</p>												
8, 9	Check and fill in as appropriate												
10	Fill in the name and the business address of the carrier												
11	Check and fill in as appropriate												
12	Fill in as appropriate												
13	Fill in the name and the business address of the consignee												

TABLE A-1-26 Instructions for Completing PPQ Form 518, Report of Violation (continued)

Block	Instructions
14	<p>List the action(s) taken to eliminate the pest risk</p> <p>EXAMPLE Foreign garbage was picked up and incinerated at the Southwest incinerator. Area where garbage was lying on the ground was cleaned and disinfected with sodium hypochlorite.</p>
15	Fill in any pertinent remarks
16	<ul style="list-style-type: none"> ◆ Ask the violator to provide an explanation of the incident ◆ Get a written statement if possible ◆ Get statements from the carrier agent, importer, caterer, or any other involved party, as follows: <ul style="list-style-type: none"> ❖ Write statement on a separate sheet of paper or you may use the sample format in Appendix E ❖ Title the statement using a description of the person's designation, e.g., "Violator's Statement" "Agent's Statement" etc. ❖ Give the statement an exhibit number ◆ If a person refuses to write a statement <ul style="list-style-type: none"> ❖ Ask that person to tell you what happened relative to the violation ❖ Write down exactly what the person tells you ❖ Indicate that the statement was transcribed by you, the officer ❖ Use your transcription as the statement ❖ If the person gives you only a few brief remarks, enter these directly in <i>Block 16</i> ◆ If you got a written statement, enter "See attached [<u>Violator/Carrier Agent/Importer, Caterer, etc.'s</u>] Statement."

TABLE A-1-26 Instructions for Completing PPQ Form 518, Report of Violation (continued)

Block	Instructions
17	<div>  <p>Important</p> </div> <p>An Officer's Statement must be written and accompany each PPQ Form 518 submitted.</p> <ul style="list-style-type: none"> ◆ Write your explanation of the violation on a separate sheet of paper titled "Officer's Statement" ◆ Give this statement an exhibit number ◆ Describe all the facts that resulted in the article listed in <i>Block 5</i> being in violation of the regulation listed in <i>Block 2</i> ◆ State all facts including who, what, when, where, and how ◆ Include the following information where appropriate: <ul style="list-style-type: none"> ❖ State when and where the violation occurred ❖ Describe how the violation occurred ❖ Identify the carrier from which the garbage was removed and where the garbage came from ❖ Identify the owner of the cargo ❖ Identify the employer of the violator ❖ Refer to your exhibits and explain their relevance to the case ❖ State if you witnessed the violation ◆ Sign and date the Officer's Statement (only the officer signs); if more than one officer was involved in the violation, each officer must write a separate statement
18-20	Fill in
<div>  <p>Important</p> </div>	<p><i>Blocks 21, 22, 23, and 24 are to be completed by the Port Director.</i></p>
21	<ul style="list-style-type: none"> ◆ Fill in any additional information¹ that may help to substantiate the case such as previous warning letters and the dates sent, signed compliance agreements, any known previous civil penalties, case numbers, dates, and amounts of penalties assessed; such as, Case #RSS-CP-62-01 fined \$1,000 on 9/11/01 ◆ Enter your recommendation for one of the following: <ul style="list-style-type: none"> ❖ Warning letter ❖ Civil penalty ❖ Criminal penalty
22-24	Fill in

- 1 This information will help determine if the case warrants civil or criminal penalties and the amount of the spot settlement.

Distribution of PPQ Form 518

Distribute the case file, including PPQ Form 518 as follows:

TABLE A-1-27 Distribution of PPQ Form 518, Report of Violation

If:	Then:
Part 1 and all supporting documents	Forward Part 1 and all supporting documents (such as PPQ Form 288 and the Violator's Statements) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301-734-8684
Part 2 and 3	Keep Parts 2 and 3 for the port files

PPQ Form 519, Compliance Agreement

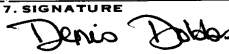

<small>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE</small>		
COMPLIANCE AGREEMENT		
1. NAME AND MAILING ADDRESS OF PERSON OR FIRM Dobbs House 333 Turnhouse Road Anchorage, AK 99500	2. LOCATION Bldg. #27 Anchorage International Airport Anchorage, AK 99503	
3. REGULATED ARTICLE(S) Regulated garbage		
4. APPLICABLE FEDERAL QUARANTINE(S) OR REGULATIONS 7CFR 330.400 and 9CFR 94.5		
6. I/We agree to the following: See attached sheets		
7. SIGNATURE 	8. TITLE Manager (Catering)	9. DATE SIGNED May 10, 2002
The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance.		10. AGREEMENT NO. ABC-2002-15
12. PPQ OFFICIAL (Name and Title) Victor S. Smith Officer in Charge		11. DATE OF AGREEMENT May 10, 2002
14. SIGNATURE 	13. ADDRESS USDA-APHIS-PPQ PO Box 901194 Anchorage, AK 99519-0191	
15. STATE AGENCY OFFICIAL (Name and Title)	16. ADDRESS	
17. SIGNATURE		
PPQ FORM 519 (AUG 77)		

FIGURE A-1-16 Example of PPQ Form 519, Compliance Agreement

Purpose

PPQ Form 519, Compliance Agreement, provides a signed, written agreement with shippers, dealers, carriers, garbage handlers and processors to indicate their understanding of methods, conditions, and procedures necessary for compliance with regulations. PPQ Form 519 has a variety of uses in both domestic and foreign quarantine programs, and is used to formalize agreements with airline caterers, both maritime and airport garbage haulers, and airport garbage processors. The PPQ Form 519 is also used to submit as evidence for a violation case.



A compliance agreement for aircraft garbage caterers (kitchens) may be granted only to kitchens on, or immediately adjacent to the international airport.

Instructions for PPQ Form 519, Compliance Agreement

Review compliance agreements at least annually, but preferably twice a year. Amend compliance agreements as appropriate. If the establishment fails to abide by the conditions of the agreement, then the PPQ officer responsible for supervising the agreement may cancel that agreement orally or in writing. However, **never** cancel an agreement made with an establishment that handles regulated garbage. These compliance agreements may only be cancelled at the Deputy Administrator's level.

If you make an oral cancellation, confirm it in writing as soon as possible. The establishment has 10 days to appeal the cancellation. Appeals must be made to the Deputy Administrator.

Complete PPQ Form 519 as instructed in [Table A-1-28 on page A-1-74](#). See also Appendix B, [Completing Compliance Agreements](#) on page B-1-1.

TABLE A-1-28 Instructions for Completing PPQ Form 519, Compliance Agreement

Block	Instructions
1	Fill in
2	Fill in the location of the specific property(s) for which the agreement is signed
3	Fill in the specific regulated articles to which the agreement applies, e.g. "Regulated garbage"
4	List the titles, parts, and subparts, e.g. for regulated garbage—"7 CFR 330.400 and 9 CFR 94.5"

TABLE A-1-28 Instructions for Completing PPQ Form 519, Compliance Agreement

Block	Instructions
5	<i>This block was omitted from the form</i>
6	<p>See Completing Compliance Agreements on page B-1-1</p> <ul style="list-style-type: none"> ◆ Outline stipulations which apply to the establishment for each quarantine or regulation affecting the establishment ◆ Make clear to the establishment that stipulations in the compliance agreement do not preclude compliance with other sections of a quarantine or regulation ◆ If space in <i>Block 6</i> is inadequate for listing the stipulations, then write "See Attached Sheets" ◆ If you are completing a compliance agreement for regulated garbage, then see Completing Compliance Agreements on page B-1-1 to determine which standards to use
7	Have a responsible official of the establishment sign
8, 9	Fill in
10	Assign a compliance agreement number
11, 12, 13	Fill in
14	Have the PPQ Port Director sign
15, 16, 17	Complete only when State is involved in cooperating with enforcing Federal quarantines

Distribution of PPQ Form 519

Use [Table A-1-29](#) when distributing PPQ Form 519.

TABLE A-1-29 Distribution of PPQ Form 519, Compliance Agreement

If Compliance Agreement:	Then:
Affects one work unit	<ul style="list-style-type: none"> ◆ GIVE original to the establishment ◆ KEEP a copy for port files in the area where the establishment is located
Affects more than one work unit	<ul style="list-style-type: none"> ◆ GIVE original to the establishment ◆ GIVE copies to all work units affected by the compliance agreement ◆ KEEP a copy for port files in the area where the establishment is located

PPQ Form 523, Emergency Action Notification

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0102. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.
FORM APPROVED - OMB NO. 0579-0102

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		SERIAL NO. 302240948330	
EMERGENCY ACTION NOTIFICATION		1. PPQ LOCATION NYBUFL - BUFFALO, NY	2. DATE ISSUED 02/24/2003
3. NAME AND QUANTITY OF ARTICLE(S) BEEF AND CHICKEN MEAT AND CHICKEN EGGS 23 KILOGRAMS (all meat unlabeled) 16.8 kg of frozen beef meat, 4.7 kg frozen chicken meat, and 1.5 kg eggs		4. LOCATION OF ARTICLES Main's Warehouse	
		5. DESTINATION OF ARTICLES 10045 Sunny Lane Springfield, SC 29146	
6. SHIPPER Natural Organic Farm, LTD 101 Farm Lane Schomberg, Ontario NY L0G 1T0 CANADA		7. NAME OF CARRIER Swift Express Carriers, LTD	
		8. SHIPMENT ID NO.(S) Entry # 257-1034191-5	
9. OWNER/CONSIGNEE OF ARTICLES Name Rondall Butler Address: 10045 Sunny Lane Springfield, SC 29146 UNITED STATES PHONE NO. 803/555-2222 FAX NO. 803-555-1111 SS NO. 111-11-1111 TAX ID NO. SC2332345		10. PORT OF LADING Schomberg	11. DATE OF ARRIVAL 02/23/2003
		12. ID OF PEST(S), NOXIOUS WEEDS, OR ARTICLE(S) N/A	
		12a. PEST ID NO. n/a	12b. DATE INTERCEPTED 02/24/2003
		13. COUNTRY OF ORIGIN CANADA	14. GROWER NO. n/a
		15. FOREIGN PHYTOSANITARY CERTIFICATE NO. NOT REQUIRED	
		15a. PLACE ISSUED	15b. DATE
Under Sections 411, 412 and 414 of the Plant Protection Act (7 USC 7711, 7712 and 7714) and Sections 10404 through 10407 of the Animal Health Protection Act (7 USC 8303 through 8306), you are hereby notified, as owner or agent of the owner of said carrier, premises, and/or articles, to apply remedial measures for the pest(s), noxious weeds, and/or article(s) specified in item 12, in a manner satisfactory to and under the supervision of an Agriculture Officer. Remedial measures shall be in accordance with the action specified in item 16 and shall be completed within the time specified in item 17.*			
AFTER RECEIPT OF THIS NOTIFICATION, ARTICLES AND/OR CARRIERS HEREIN DESIGNATED MUST NOT BE MOVED EXCEPT AS DIRECTED BY AN AGRICULTURE OFFICER. THE LOCAL OFFICER MAY BE CONTACTED AT: (716) 884-5701			
16. ACTION REQUIRED			
<input type="checkbox"/> TREATMENT <input type="checkbox"/> RE-EXPORTATION <input type="checkbox"/> DESTRUCTION <input checked="" type="checkbox"/> OTHER			
Frozen chicken and beef meat was seized for destruction under USDA supervision. Chicken eggs may be immediately exported under IE bond, or may be abandoned by the shipper at the Port of Buffalo for destruction under USDA supervision.			
* Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal. Should the owner or owner's agent fail to comply with this order within the time specified below, USDA is authorized to recover from the owner or agent cost of any care, handling, application of remedial measures, disposal, or other action incurred in connection with the remedial action, destruction, or removal.			
17. AFTER RECEIPT OF THIS NOTIFICATION COMPLETE SPECIFIED ACTION WITHIN (Specify No. Hours or No. Days): 48 Hours		18. SIGNATURE OF OFFICER Susan O'Hara	
ACKNOWLEDGEMENT OF RECEIPT OF EMERGENCY ACTION NOTIFICATION			
<i>I hereby acknowledge receipt of the foregoing notification.</i>			
SIGNATURE AND TITLE Samuel Smith, Agent		DATE AND TIME 02/24/2003	
19. REVOCATION NOTIFICATION			
ACTION TAKEN AT IMPORTER REQUEST IN LIEU OF FINAL DETERMINATION - DESTROYED ARTICLE MISLABELED, MISREPRESENTED, OR CONCEALED. REF PPQ FORM 518 # n/a No IE bond was issued for the chicken eggs.			
SIGNATURE OF OFFICER Susan O'Hara		DATE 02/24/2003	

PPQ FORM 523 (JULY 2001) Previous editions are obsolete

FIGURE A-1-17 Example of PPQ Form 523, Emergency Action Notification

Purpose

The primary purpose of PPQ Form 523, Emergency Action Notification, is to order an individual or company to take an action, such as the treatment of articles, cargoes, or carriers or the destruction of articles or cargoes within a specified period of time. This form is used for all plants, plant products, animal products and animal by-products, including meat and meat products in cargo, and is issued to the owner (or owner's agent) of the article, cargo, or carrier.

PPQ Form 523 is available in electronic format and is useful for tracking and communication purposes. Ad hoc reports can be created and are useful for compliance and validation, analysis of pest and animal disease risk, regulatory enforcement, and to support domestic surveys and trapping. The data can be used by both APHIS personnel in the U.S. and International Services.

Instructions

The instructions in [Table A-1-30](#) are for completing the electronic version of PPQ Form 523 which is located in the Lotus Notes system on the EAN database. However, if you are completing the form by hand, a blank copy of the form may be printed out and filled in using the directions in this table.

Use of the proper naming convention of the commodity is critical for data analysis. Take special care in the spelling of the identified pest name.



There is more information on the EAN database than on the printed form.

When to Use the EAN Database for Issuing PPQ Form 523

Issue PPQ Form 523 through the EAN database under the following circumstances:

- ◆ Order the treatment, destruction, re-export, or other remedial measures for articles or cargoes
- ◆ Order the treatment, destruction, re-export or other remedial measures for prohibited products found in U.S. commerce (i.e., markets)
- ◆ Order the treatment of carriers
- ◆ Order a market owner **not** to move a designated product(s) from the market until a determination is made regarding the admissibility of the product(s) in the U.S.

- ◆ If a permit that lists a condition of entry treatment² is presented for cargo and that treatment **is not completed** in a reasonable amount of time (under this condition, then issuing a 523 is appropriate)
- ◆ Used to safeguard a commodity that has been **smuggled** (incorrectly manifested or incorrectly declared), until mandatory or precautionary treatment(s) are completed
- ◆ In the domestic area, to order a hold, treatment, destruction, or other safeguarding action for article under USDA control in domestic commerce, due to a potential pest risk and in plant pest emergencies under 7CFR 330



Even though EANs may still be completed by hand in the field, when the above circumstances apply then the data must be transferred from the hand-completed PPQ Form 523 into the EAN database within 14 days.

EXAMPLE

Acceptable examples for entering the PPQ Form 523 in the EAN database:

- ◆ Animal product or animal by-product that **does not** meet APHIS import requirements and is refused entry
- ◆ Asian Gypsy moth is found on board a vessel
- ◆ Commercial cargo shipment of marble tiles contains an actionable pest and identification is confirmed
- ◆ Federal noxious weed seed is found in a grain elevator
- ◆ SITC Officer finds a prohibited animal or plant product in a local market

**When Not to
Use the EAN
Database for
Issuing PPQ
Form 523**

Do not issue PPQ Form 523 through the EAN database under any of the following circumstances:

- ◆ Order any action to be taken on passenger baggage
- ◆ Order any action to be taken on articles arriving in U.S. Mail (use PPQ Form 287 instead); if treatment is unavailable or too costly or too time-consuming, then return item to sender
- ◆ Order any action to be taken on articles in small, non-commercial packages shipped by express carriers³ (i.e., UPS, DHL, FedEx) (PPQ Form 287 may be used instead)
- ◆ If a permit that lists a condition of entry treatment⁴ is presented for cargo and that treatment **is completed** in a reasonable amount of time (ports that wish to prescribe a mandatory

2 All condition of entry cargo require an APHIS-issued permit.

3 EXCEPTION: If a regulated article(s) is shipped by an express carrier and the action required to mitigate pest risk or disease contamination is too costly or time consuming for the Port to perform, then issue an EAN to the consignee of the article. If the consignee **cannot** be located for articles which arrive by express carrier, then issue the EAN to the express carrier.

4 All condition of entry cargo requires a permit.

treatment using PPQ Form 523 (EAN) can do so by printing a blank form from the database, and complete the form by hand; **do not** enter this data into the database)

EXAMPLE

Mandatory or precautionary treatments include, but are **not** limited to the following: fumigation, heat-treatment, cold-treatment, dip, treatment at an APHIS-approved establishment, or combinations of treatments required before commodities can enter U.S. commerce.

- ◆ Notify the owner/agent that PPQ will **not** release the shipment until determination is made regarding the shipment's entry status (i.e., pending a pest or product identification or receipt of appropriate documentation)
- ◆ Shipments of live animals or live animal products such as hatching eggs, frozen embryos, frozen semen, etc. (refer to *Live Animals* in the *Animal Product Manual*)
- ◆ Shipment of personal effects items that are removed from personal effects shipments (use PPQ Form 254 instead)

When a suspected pest is found, advise the owner, agent, or ship's captain that a suspected pest has been found. If identification is confirmed, quarantine action will be required. For ships, note the information on the PPQ Form 288, Ship Inspection Report. Hold all cargo from infested holds pending determination. Take appropriate safeguards to prevent pest dissemination for infestations of cargo or stores.

Detailed instructions for completing the form are listed in [Table A-1-30](#). Where applicable, instructions for EAN automatic or drop-down selections are listed first in each block/field, followed by directions for completing the form by hand. Use [Table A-1-31 on page A-1-89](#) to determine if any special instructions apply, such as [Special Instructions for Infested Vessels Sailing Foreign Without Treatment](#).



The invoice is usually the most reliable source of data for accurately completing an EAN.

PPQ Form 523 Generation from EANS Database

To generate a PPQ Form 523 on the EAN database, follow the electronic instructions available at the database site.

Workflow

When entering data and issuing the PPQ Form 523 using the EAN Database, you will be in different levels, depending on which block is completed, as follows:

- ◆ Draft status: *Block/Field 1* through *17*: allows user to enter partial data until the remaining information is obtained and entered
- ◆ Submit status: *Block/Field 18*: all fields verified for completion, accuracy, validity. If successful, form automatically goes to "Submitted status"
- ◆ Acknowledged status: once "Acknowledgement of Receipt of Emergency Action Notification" blocks are completed, then the form moves to this status
- ◆ Completed status: once information in *Block 19* is complete and a PPQ officer is listed on the final box of the form moves to this status



Perform one final verification of all data, including the spelling and naming of the product before completing *Block 19*. Once this block is filled in, the form **cannot** be changed except by the EAN administrator.

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification

Block/Field		Instructions
Serial Number		EAN will automatically generate a 12-digit number derived from the date and time (this becomes tracking number)
1	PPQ Location	Select the 6-digit port code from the drop-down menu If completing by hand, enter the 6-digit port code (First 2 digits represent State, next 3 digits represent port, last digit represents pathway)
2	Date Issued	Enter date issued (automatic) If completing by hand, enter the date issued

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)



Block/Field		Instructions																							
3	Name and Quantity of Articles	<div> Important</div>	<div>The naming convention is extremely important.</div> <div>1. Check drop-down menu and select article, if listed</div> <div>2. If not listed, then fill in standard name using the tables starting below as a guideline (this is a critical sort view in the database)</div> <div>3. Use the <i>Description</i> field to provide a more detailed description of the article</div> <div>4. Enter the quantity of the article</div> <div>5. If completing by hand, follow the format used in the instructions above</div>																						
		<div> Important</div>	<div>List the name and quantity only in <i>Block 3</i>. Do not list any other information in this block. List details regarding action taken in <i>Block 16</i>.</div>																						
		<table><tr><th>If the cargo commodity is:</th><th>And:</th><th>Then in the first space:</th></tr><tr><td rowspan="5">Fruits and vegetables¹</td><td>Fresh</td><td><div>◆ List the singular common trade name, such as apple, cherry, orange</div><div>◆ Do not lump into broad categories such as pea, bean, cucurbit, herb</div></td></tr><tr><td>Frozen</td><td>Use <commodity> FRZ</td></tr><tr><td>Dried</td><td>Use <commodity> DRIED</td></tr><tr><td>Has solid wood packing violations</td><td>◆ Use <SWP> <commodity></td></tr><tr><td>Has a pest associated with solid wood packing materials</td><td>◆ List <SWP></td></tr><tr><td rowspan="2">Cut flower²</td><td>Fresh</td><td><div>◆ Use the Genus of the specific cut flower, such as Limonium</div><div>◆ Use the number of stems for cut flowers for the unit type (50 stems)</div></td></tr><tr><td>Dried</td><td>Use <genus> DRIED</td></tr><tr><td>Propagative material</td><td>Live plants, cuttings, budwood, scions</td><td><div>◆ Use the Genus and species</div><div>◆ If the species is not known, use "sp of"</div></td></tr></table>		If the cargo commodity is:	And:	Then in the first space:	Fruits and vegetables ¹	Fresh	<div>◆ List the singular common trade name, such as apple, cherry, orange</div> <div>◆ Do not lump into broad categories such as pea, bean, cucurbit, herb</div>	Frozen	Use <commodity> FRZ	Dried	Use <commodity> DRIED	Has solid wood packing violations	◆ Use <SWP> <commodity>	Has a pest associated with solid wood packing materials	◆ List <SWP>	Cut flower ²	Fresh	<div>◆ Use the Genus of the specific cut flower, such as Limonium</div> <div>◆ Use the number of stems for cut flowers for the unit type (50 stems)</div>	Dried	Use <genus> DRIED	Propagative material	Live plants, cuttings, budwood, scions	<div>◆ Use the Genus and species</div> <div>◆ If the species is not known, use "sp of"</div>
		If the cargo commodity is:	And:	Then in the first space:																					
		Fruits and vegetables ¹	Fresh	<div>◆ List the singular common trade name, such as apple, cherry, orange</div> <div>◆ Do not lump into broad categories such as pea, bean, cucurbit, herb</div>																					
Frozen	Use <commodity> FRZ																								
Dried	Use <commodity> DRIED																								
Has solid wood packing violations	◆ Use <SWP> <commodity>																								
Has a pest associated with solid wood packing materials	◆ List <SWP>																								
Cut flower ²	Fresh	<div>◆ Use the Genus of the specific cut flower, such as Limonium</div> <div>◆ Use the number of stems for cut flowers for the unit type (50 stems)</div>																							
	Dried	Use <genus> DRIED																							
Propagative material	Live plants, cuttings, budwood, scions	<div>◆ Use the Genus and species</div> <div>◆ If the species is not known, use "sp of"</div>																							

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions		
3	Name and Quantity of Articles (continued)			
		If the cargo is:	And is:	Then:
		Propagative material (continued)	Seed for propagation (not consumption)	<p>◆ Use the common trade name with the word "seed" following</p> <p>◆ If there is no common trade name, use the genus species before the word "seed"</p>
		Cotton products	Gossypium plant parts, including baled	List Cotton
			Lint	List Cotton lint
			Linter, after lint removed from cottonseed	List Cotton linter
			Cotton direct from field	List Seed cotton
			Seed with lint removed	List Cottonseed
			Waste from manufacture of cotton	List Cotton waste
		Meat and meat products	Edible pork	List Swine
			Edible ruminant	List Ruminant
			Edible poultry	List Poultry
		Miscellaneous products	Animal by-products	List Animal By-products
			Bulk gravel	List Stone
			Bulldozers	List Equipment Used
			Cage, crate, stall, or pen	List Animal Fomite
			Canned goods	List Foodstuff
			Farm tractors	List Farm Equipment Used
			Food additives	List Foodstuff
			Granite and marble slabs	List Stone
			Limestone	List Stone
			Machines and parts	Equipment Used
			Marble slabs	Stone
			Mine drilling equipment	Equipment Used

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions		
3	Name and quantity of articles (continued)			
		If the cargo is:	And is:	Then list as:
		Miscellaneous products (continued)	Parts used in the automobile industry, including brakes, wheels, wiring	Autopart
			Road building equipment, excavators	Equipment Used
			Spices and sauces	Foodstuff
			Stone, including limestone	Stone
		If you find pest/prohibited item on:	And it is:	Then list as:
		Mode of transportation	Maritime vessel, self-propelled	Ship
			Barge or lash barge	Barge
			Aircraft, commercial, military, or private	Aircraft
			Railcar, empty, not carrying cargo or the contamination is associated with the carrier and not the cargo being carried	Railcar
			Cab or chassis for commercial use, including step van	Truck
			Container, empty, any type used in the transport of commercial cargo	Empty container
			Private auto, pickup truck, SUV, or van being imported as cargo	Vehicle
		Facility or property	Cargo warehouse	Cargo warehouse
			Suspect property that may undergo treatment	Quarantined property
			Seed facility, including bins, seed distribution warehouses, silos, elevators	Seed facility
			Plant-growing establishments for retail	Nursery

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions
3	Name and Quantity of Articles (continued)	<p>EXAMPLE</p> <p>You are dealing with a miscellaneous product manifested as Italian ceramic paver tiles.</p> <ol style="list-style-type: none"> 1. If the paver tile is not listed in the drop-down menu in the first field in <i>Block 3</i>, then select a general category to describe the product such as "tile." 2. Use a more specific subcategory such as ceramic pavers in the description of this block. 3. "Italy" will be recorded in <i>Block 13</i>, Country of Origin
4	Location of Articles	Fill in where article is located (premise location, pier, dock, container yard, hold space, etc.)
5	Destination of Articles	<ul style="list-style-type: none"> ◆ Fill in the complete address (street number, street name, city, State, zip) of the ultimate final destination of the cargo (where the container will be unloaded for further processing by the owner/consignee (check invoices, paperwork, or call the broker) ◆ If the container/shipment is going to a distribution center and only the distribution center's address is on the invoice, then list the address on the distribution center ◆ Avoid using P.O. box or nondescript address <p>(This field is important for inland inspections and survey projects)</p>
6	Shipper	<ul style="list-style-type: none"> ◆ Fill in the name and address of the foreign-country exporter or firm sending the shipment (check the invoice for reliable data) ◆ Avoid the use of intermediate parties such as freight forwarders ◆ Do not enter "To Order of Shipper" in this block

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions
7	Name of Carrier	<p>First field: Fill in the vessel name, airline, trucking firm, or railroad name, as follows:</p> <ul style="list-style-type: none"> ◆ Spell out the complete name of the airline or railroad (train) <p>EXAMPLE American Airlines, Air France Airlines, Canadian National Rail, Burlington Northern Rail, Can-Am Trucking</p> <ul style="list-style-type: none"> ◆ Do not use M/V in front of the maritime vessel name ◆ Do not abbreviate ◆ Do not include numbers <p>The name of the carrier must be filled in when a regulatory action is ordered for the articles, because the carrier may be contaminated</p> <p>Second field: Fill in the corresponding voyage number, flight number, trailer number (truck), or trip number (rail) as follows:</p> <ul style="list-style-type: none"> ◆ Use the alphanumeric designation by itself (found on the manifest or AWB) ◆ Do not use "FLT" or "trip" or "#" in front of the alphanumeric designation
8	Shipment ID No(s)	<p>Fill in the air waybill number, bill of lading number, truck entry number, or railway bill number as follows:</p> <ul style="list-style-type: none"> ◆ Start with the SCAC code or filler number (in case of entry number) ◆ Do not use AWB, BL, Rail Bill, Entry, or # in front of the shipment ID number <p>Other identifying numbers include container numbers, vessel hold number, vehicle license number, etc.</p>
9	Owner/Consignee of Articles	<ul style="list-style-type: none"> ◆ Fill in the consignee's or owner's name, complete address, phone and fax numbers, IRS Tax ID number (EIN No.), or the owner's Social Security Number ◆ Obtain this information from the accompanying invoice or documents or contact the broker ◆ If the owner/consignee's address is the same as found in <i>Block 5</i>, then click "Copy from Destination"
10	Port of Lading	<p>Fill in the foreign port or place where loaded (e.g., Leghorn, Italy; Jeddah, Saudi Arabia, etc.); include IATA airport codes</p>
11	Date of Arrival	<ul style="list-style-type: none"> ◆ Fill in the date the article arrived in port ◆ If unknown, then enter the date the EAN was issued

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field		Instructions													
12	ID of Pest, Noxious Weed, or Article	1. If applicable, fill in the preliminary pest identification (several pest IDs may be listed); do not list the taxonomic tree													
		2. Update upon notification, with the final identification of the pest													
		<table><tr><th>If:</th><th>Then:</th></tr><tr><td>Shipment is treated in lieu of ID</td><td>1. Insert the statement "Treated in lieu of Pest ID" 2. Replace statement with the quarantine pest determination when made by the identifier 3. If the final determination is "nonreportable", then keep the statement "Treated in lieu of Pest ID"</td></tr><tr><td>Live pests</td><td>List the genus and species</td></tr><tr><td>Live pest species is unknown</td><td>List "sp." after genus (i.e., "Sinoxylon sp.")</td></tr></table>	If:	Then:	Shipment is treated in lieu of ID	1. Insert the statement "Treated in lieu of Pest ID" 2. Replace statement with the quarantine pest determination when made by the identifier 3. If the final determination is "nonreportable", then keep the statement "Treated in lieu of Pest ID"	Live pests	List the genus and species	Live pest species is unknown	List "sp." after genus (i.e., "Sinoxylon sp.")					
		If:	Then:												
		Shipment is treated in lieu of ID	1. Insert the statement "Treated in lieu of Pest ID" 2. Replace statement with the quarantine pest determination when made by the identifier 3. If the final determination is "nonreportable", then keep the statement "Treated in lieu of Pest ID"												
		Live pests	List the genus and species												
		Live pest species is unknown	List "sp." after genus (i.e., "Sinoxylon sp.")												
		ID of Article													
		ID can only be determined to family	List family name followed by a comma and "sp. of" (i.e., "Cerambycidae, sp. of")												
		Article is a prohibited product	◆ List "prohibited product" ◆ Use <i>Block 16</i> for further explanation												
		Action is ordered on product because of contamination	List type of contamination followed by "contamination" <table><tr><th>If:</th><th>Then enter:</th></tr><tr><td>Manure</td><td>Manure contamination</td></tr><tr><td>Rice seed on crates of handicrafts</td><td>Rice seed contamination</td></tr><tr><td>Bark on SPM associated with marble</td><td>Bark contamination</td></tr><tr><td>Soil on drilling rig</td><td>Soil contamination</td></tr><tr><td>Rice straw in crates of porcelain</td><td>Rice straw contamination</td></tr></table>	If:	Then enter:	Manure	Manure contamination	Rice seed on crates of handicrafts	Rice seed contamination	Bark on SPM associated with marble	Bark contamination	Soil on drilling rig	Soil contamination	Rice straw in crates of porcelain	Rice straw contamination
		If:	Then enter:												
Manure	Manure contamination														
Rice seed on crates of handicrafts	Rice seed contamination														
Bark on SPM associated with marble	Bark contamination														
Soil on drilling rig	Soil contamination														
Rice straw in crates of porcelain	Rice straw contamination														
12a	Pest ID No.	◆ Fill in the PPQ Form 309 number(s) ◆ Do not list the port name or abbreviation in front of a 309 number; use the 309 number only													
12b	Date Intercepted	Fill in the date the interception occurred													
13	Country of Origin	Select the Country Code from the drop-down menu If completing by hand, fill in the country of origin code													

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)




Block/Field		Instructions
14	Grower Number	<ul style="list-style-type: none"> ◆ Fill in the grower number (found on import documents, boxes, cartons, etc.) ◆ If needed, may enter the lot numbers
15	Foreign Phytosanitary Certificate No.	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p><i>Block 15/field may be used for Animal Health Certificate Numbers and Solid Wood Packing Material Certificate Numbers even though this block refers to plant health certificates (phytosanitary certificates).</i></p> </div> </div> <ul style="list-style-type: none"> ◆ If a foreign certificate has been issued for the shipment, enter the number ◆ Place any comments or detailed remarks regarding noncompliance in <i>Block 16, Other</i> ◆ Select the certificate status from the drop-down menu that best describes the status of the certificate (Was it requirement for shipment?) If completing by hand, list the certificate status
15a	Place Issued	Fill in the city and country where the foreign certificate was issued
15b	Date	Fill in the date the foreign certificate was issued
	Regulatory Statement	Fill in the local office's or officer's phone number at the end of the second paragraph (located in center of page)
16	Action Required	<ol style="list-style-type: none"> 1. Select action required from the drop-down menu (how destroyed, treatment schedule, re-export to another country) <ul style="list-style-type: none"> ◆ If any, include safeguarding action ordered pending final quarantine action ◆ If more than one action is required, then label the actions with letters (a, b, c) in order to assign corresponding action start dates ◆ If an article is prohibited, list that the article is prohibited per <i>[appropriate legislation, CFR title, part, subpart]</i>; may also note mismanifested 2. Check the "Other" box and note any remarks <p>If completing by hand, list following instructions above</p>
17	After Receipt of This Notification Complete Specified Action Within	<ol style="list-style-type: none"> 1. Fill in the number of days or hours within which the action ordered must begin (after receipt of an EAN), such as: <ul style="list-style-type: none"> ◆ Actual beginning of a treatment ◆ Start of an emergency action ◆ Date representing a good-faith effort to begin contract proceedings or preparation for the action ◆ Specify a time for complying with each action listed in <i>Block 16</i> such as: a-2 hours, b-48 hours, c-immediately

TABLE A-1-30 Instructions for Completing PPQ Form 523, Emergency Action Notification (continued)

Block/Field	Instructions						
	<p>Acknowledgement of Receipt of Emergency Action Notification I hereby acknowledge receipt of the foregoing notification.</p>						
Signature and Title	<ol style="list-style-type: none"> Obtain the signature of the owner, owner's agent, or person/company having immediate control over the carrier or articles If someone other than the owner signs, then ask the person to state his or her name, company name, and job title <table border="1"> <tr> <td>If you:</td><td>Then:</td></tr> <tr> <td>Are using a faxed, signed copy for acknowledgement of receipt or a copy with an original signature</td><td>Type "ON FILE" in the signature block</td></tr> <tr> <td>Have a PPQ Form 523 completed by hand on a blank EAN database generated form</td><td>Type "REFER TO <i>[serial number]</i>" in the signature block, as the data is entered into the EAN database from the copy</td></tr> </table> <p>See "Fax Distribution of EAN PPQ Form 523" on page A-1-90</p>	If you:	Then:	Are using a faxed, signed copy for acknowledgement of receipt or a copy with an original signature	Type "ON FILE" in the signature block	Have a PPQ Form 523 completed by hand on a blank EAN database generated form	Type "REFER TO <i>[serial number]</i> " in the signature block, as the data is entered into the EAN database from the copy
If you:	Then:						
Are using a faxed, signed copy for acknowledgement of receipt or a copy with an original signature	Type "ON FILE" in the signature block						
Have a PPQ Form 523 completed by hand on a blank EAN database generated form	Type "REFER TO <i>[serial number]</i> " in the signature block, as the data is entered into the EAN database from the copy						
Date and Time	Enter the date and time of action						
19	<p>Revocation of Notification</p>						
Action	<ol style="list-style-type: none"> Select the reason for the action taken from the drop-down menu. If smuggling is selected, choose "yes" or "no" Fill in the action table; notate if a smuggled item and follow-up with PPQ Form 518 						
 <p>Important</p>	<p>Completing this signature block and the associated date block closes and locks the EAN. No edits will be allowed.</p>						
Signature of Officer	<ol style="list-style-type: none"> SAVE your document, then CLOSE and REOPEN to be certain the form is accurate before entering your signature Enter the signature 						
Date	Enter the date						

Use [Table A-1-31 on page A-1-89](#) to determine if special instructions apply.

TABLE A-1-31 Determine if Special Instructions Apply to PPQ Form 523, Emergency Action Notification

If issuing PPQ Form 523 for an:	And the:	Then:
Infested vessel	Vessel is sailing without treatment	SEE <i>Special Instructions for Infested Vessels Sailing Foreign Without Treatment</i> below
	Vessel is sailing to a subsequent port for treatment	<ul style="list-style-type: none"> ◆ AMEND <i>Block 16</i> of PPQ Form 523 to read "Ship authorized movement to <u>[port]</u> for treatment" ◆ FORWARD copies of PPQ Form 523 to the next port
	Structural design prevents effective fumigation	<ol style="list-style-type: none"> 1. CONSULT the Regional PPQ Office for an alternate treatment and/or cleaning 2. NOTE conditions on PPQ Form 523 3. GO to <i>Distribution of PPQ Form 523</i> on page A-1-90
	Treatment will be conducted at the port	GO to <i>Distribution of PPQ Form 523</i> on page A-1-90
Infested cargo	Cargo is covered by an invalid, inaccurate, or improperly issued phytosanitary certificate, treatment certificate, or military Customs certificate	<ol style="list-style-type: none"> 1. ATTACH a copy of the document to the copy of the PPQ Form 523 after the treatment is completed 2. GO to <i>Distribution of PPQ Form 523</i> on page A-1-90 3. INFORM a PPQ Officer-in-charge or Plant Health Director or Regional Office
	Cargo is not covered by any of the certificates described in the cell above	GO to <i>Distribution of PPQ Form 523</i> on page A-1-90
Other than two cells above		GO to <i>Distribution of PPQ Form 523</i> on page A-1-90

Special Instructions for Infested Vessels Sailing Foreign Without Treatment

When an infested vessel is allowed to sail foreign without treatment, type the following statement on the reverse side of PPQ Form 523 and reference it in *Block 12* on the face of the form.

The requirements of the Emergency Action Notification shown on the front of this form are suspended upon condition that this vessel shall leave the territorial limits of the United States within [list number] of hours after receipt of this notice. This vessel shall **not** re-enter any port in the United States unless it has been treated in accordance with the notification and certified by the person who applied the treatment. If the certificate is **not** presented to the PPQ officer when arriving at a port in the United States, or if the PPQ officer for any other reason is **not** satisfied that the infestation has been eliminated, the notification shall immediately become effective and treatment required.

Distribution of PPQ Form 523

Fax Distribution of EAN PPQ Form 523

Faxed copies of completed EANS may be sent to FAX numbers as needed. The FAX button in the upper left-hand corner of the EAN form is used to send a copy of the form to a broker/agent for a signature. To send the EAN PPQ Form 523 by FAX, do as follows:

1. Select the FAX button.
2. Type in the FAX number and select OK. A message will appear indicating the document has been successfully sent to the fax server and queued for processing. You will also receive an e-mail message stating that the fax (a cover sheet and EAN PPQ Form 523) has been sent.

Regular Distribution of Completed PPQ Form 523

Distribute PPQ Form 523 as follows:

1. Give the signed EAN PPQ Form 523 to the owner or broker.
2. Keep a copy of the signed EAN for the port or work unit's files.



For unusual cases like suspected smuggling or false certifications, alert the nearest PPQ person (OIC, PHD, or Regional office).

PPQ Form 591, Notice of Alleged Violation

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE				<input checked="" type="checkbox"/> Passenger <input type="checkbox"/> Crew <input type="checkbox"/> Service Personnel	SERIAL NUMBER 20021009141549X
NOTICE OF ALLEGED VIOLATION					
SECTION I - FOR USE BY USDA PLANT PROTECTION AND QUARANTINE (PPQ) OFFICER (Please Print)					
1. PORT Miami International Airport	2. DATE 10/10/02	3. TIME 1760	4. CARRIER (Name and ID) Trans Brazil 766	5. ARRIVING/DEPARTING FROM Brazil	
6. REGULATION VIOLATED 7CFR 319.56; 9CFR 94			7. IDENTIFICATION NUMBER <input type="checkbox"/> Social Security No. <input type="checkbox"/> Date of Birth <input checked="" type="checkbox"/> Passport #/Country B21658936A5/Brazil <input type="checkbox"/> Other <i>(Obtain copies of identifying documents)</i>		
8. NAME OF ALLEGED VIOLATOR (Last name first) De Matos, Sofia <input type="checkbox"/> Repeat Violator					
9. ADDRESSES (Include ZIP for U.S. addresses) AND TELEPHONE NO.(S) Permanent 1021 Calla Sao Paulo Brazil		While in the U.S. 19390 N. Main Street Miami, FL 33134		10. MATERIAL SEIZED a. Quantity and Description 3 heads – arugula (Eruca sativa) (a leafy, salad vegetable) 2 kilograms uncertified presunto (dried, spiced Portuguese ham) b. Origin Brazil Brazil	
11. DECLARATION OF MATERIAL SEIZED <input type="checkbox"/> Written <input type="checkbox"/> Oral <input checked="" type="checkbox"/> No Declaration		11(a). GIVEN OPPORTUNITY TO AMEND <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
12. EVIDENCE JUSTIFYING SEIZURE OF MATERIAL (i.e., labels on material, passenger remarks). If case is forwarded, officer's statement must be attached. The fresh produce and meat were concealed under a false bottom in Mrs. De Matos' carry-on bag. I asked Mrs. De Matos three times if she had any meat or fresh produce and she answered, "No" each time.					
13. SIGNATURE OF OFFICER Samantha Sneedgrass				14. BADGE NO. 2578	
SECTION II - ALLEGED VIOLATOR (Please read Section I and Section II. If you agree to waive hearing and pay the penalty, sign and date below.)					
<p>The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$50,000 against any individual who violates the Plant Protection Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$5,000 against any person, company or corporation who knowingly violates the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on the record.</p> <p>You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing.</p> <p>I acknowledge that I have been given an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of \$250</p>					
SIGNATURE Sofia De Matos				DATE 10/10/02	
SECTION III - FOR USE BY U.S. CUSTOMS SERVICE OR PPQ OFFICE					
AMOUNT RECEIVED	SIGNATURE OF CASHIER			DATE	
<div style="display: flex; justify-content: space-between;"> <div>PPQ FORM 591 JUN 2001</div> <div>Previous editions are obsolete</div> </div>					

FIGURE A-1-18 Example of PPQ Form 591, Notice of Alleged Violation

Purpose

PPQ Form 591, Notice of Alleged Violation, is used to assess the following:

- ◆ Civil penalties for passengers and crew who attempt to smuggle prohibited or restricted agricultural items in their baggage after failing to declare the items
- ◆ Civil penalties for crew and service personnel who remove regulated articles contrary to regulations
- ◆ Civil penalties for persons who violate the commuter decal lane (DCL)

Complete this form for violators under 18 **not** accompanied by an adult and for foreign diplomats holding A-1 or A-2 visas even though the violation is waived for this category of violators only.

Instructions

Use the instructions in [Table A-1-32](#) for completing this form.

TABLE A-1-32 Instructions for Completing PPQ Form 591, Notice of Alleged Violation

Block	Instructions
Passenger Crew Service Personnel	Check the appropriate block at the top of the form
Decal or DCL	If the violation is for decal lane (DCL), then list the decal number or other appropriate information under the <i>Remarks</i> block since there is currently no block for decal lane violation (DCL) on the form
Serial Number	<p>Numbers are assigned automatically by the Lotus Notes Civil Penalty Database (13-digit numeric ending with 1-character alpha serial number). On existing preprinted forms, the serial number begins with an alpha character, followed by numbers.</p> <p>For Customs, use the following system to extract a six-digit serial number from the assigned number until notified otherwise:</p> <ul style="list-style-type: none"> ◆ On the preprinted form, use the last 6 digits of the preprinted serial number and drop the beginning alpha character ◆ On the Civil Penalties Database automated form, drop the ending alpha character last 6 digits and use the last 6 numerical digits <p>EXAMPLE</p> <div style="border: 1px solid black; padding: 5px;"> <p>The serial number on the preprinted PPQ Form 591 is A098721; the extracted 6-digit serial number is 098721.</p> <p>The serial number on the Civil Penalties Database generated form is 20030320162241G; the extracted 6-digit serial number is 162241.</p> </div>
Section I	Complete as directed below







TABLE A-1-32 Instructions for Completing PPQ Form 591, Notice of Alleged Violation (continued)

Block	Instructions
1	Fill in
2	Enter date
3	Fill in
4	<ul style="list-style-type: none"> ◆ Enter the name of the airline (do not abbreviate) ◆ Enter the flight number of airplane
5	Enter the name of the last foreign country of departure
6	<ul style="list-style-type: none"> ◆ Enter the CFR(s) that the passenger has violated; be sure to cite the appropriate title, part, and subpart ❖ Animal products—cite the title and part violated (Example: Yams, 7CFR 319.56 and 9CFR 94) ❖ If you do not know the animal regulation, contact a HQ, PPQ, VMO in PPQ, VRS
7	<ol style="list-style-type: none"> 1. Examine available document (passport, Social Security card, birth certificate, etc.) 2. Enter identification number (passport number/country, Social Security number, date of birth or other-)
8	<ol style="list-style-type: none"> 1. Examine all available documents (passport, airline ticket) 2. Fill in as complete a name as possible
9	<ol style="list-style-type: none"> 1. List the permanent address, include zip code 2. If the permanent address is not in the U.S., then also list the address under the block <i>While in the United States</i>; include zip code
10a	<ul style="list-style-type: none"> ◆ Enter the amount in either kilos or number of items seized ◆ Enter the item for which the civil penalty is being imposed ❖ Enter the common name ❖ If plant material, enter the scientific name
10b	List the name of the country of origin (if known)
11	Check the appropriate blocks; you can not assess a civil penalty if the passenger did not have an opportunity to amend or if the material was declared

TABLE A-1-32 Instructions for Completing PPQ Form 591, Notice of Alleged Violation (continued)

Block	Instructions
12	<p>Use this block to explain briefly the information that is not contained in other sections of the form when one of the following applies:</p> <ul style="list-style-type: none"> ◆ If the item was concealed or misrepresented, explain how ◆ If an interpreter was used to obtain the declaration or to interview, list the name and title of the interpreter ◆ If the declaration was checked “yes” in response to the agricultural question and a civil penalty is being imposed, explain why ◆ If permits accompany shipment, describe permits ◆ If Customs obtained the declaration and the amendment and found agricultural items for which you are about to issue a civil penalty, list the name or badge number of the Customs inspector and items found
13, 14	Fill in

TABLE A-1-32 Instructions for Completing PPQ Form 591, Notice of Alleged Violation (continued)

Block	Instructions																
Section II	<ul style="list-style-type: none">◆ Fill in the amount of the civil penalty before you give the form to the passenger◆ See Assessing Civil Penalties on page 2-4-9 to determine the amount of the civil penalty◆ See Mitigating the Spot Settlement on page 2-4-13 for mitigation procedures◆ If the civil penalty is for not complying with a commuter lane decal and is the first violation, then assess \$50. However, if this is a second violation or beyond, then leave Section II blank and FORWARD the complete case file to IES																
	<table><tr><th>If the violator:</th><th>And:</th><th>And agrees to:</th><th>Then:</th></tr><tr><td rowspan="3">Agrees to pay the civil penalty¹</td><td>Has the money to pay</td><td></td><td>HAVE the violator sign and date Section II</td></tr><tr><td rowspan="2">Does not have the money to pay</td><td>Mail the payment within 3 days</td><td rowspan="2">DELAY; DO NOT have the violator sign Section II until he or she returns with the payment</td></tr><tr><td>Return with the payment within 3 days</td></tr><tr><td>Refuses to pay the civil penalty</td><td></td><td></td><td>See Refusal to Pay the Civil Penalty on page 2-4-14 or Refusal to Pay the Civil Penalty on page 3-4-13</td></tr></table>	If the violator:	And:	And agrees to:	Then:	Agrees to pay the civil penalty ¹	Has the money to pay		HAVE the violator sign and date Section II	Does not have the money to pay	Mail the payment within 3 days	DELAY; DO NOT have the violator sign Section II until he or she returns with the payment	Return with the payment within 3 days	Refuses to pay the civil penalty			See Refusal to Pay the Civil Penalty on page 2-4-14 or Refusal to Pay the Civil Penalty on page 3-4-13
If the violator:	And:	And agrees to:	Then:														
Agrees to pay the civil penalty ¹	Has the money to pay		HAVE the violator sign and date Section II														
	Does not have the money to pay	Mail the payment within 3 days	DELAY; DO NOT have the violator sign Section II until he or she returns with the payment														
		Return with the payment within 3 days															
Refuses to pay the civil penalty			See Refusal to Pay the Civil Penalty on page 2-4-14 or Refusal to Pay the Civil Penalty on page 3-4-13														
	<p>1 The violator has 30 days from when you send the case to IES to pay the civil penalty. If within that 30-day period the violator has a change of heart and pays the civil penalty, then immediately notify IES by phone or FAX so that they can close the case. Failure to notify IES can result in embarrassment to the Agency and a loss of credibility to our civil penalty program. The address and phone numbers are: USDA, APHIS, IES, 4700 River Road, Unit 85, Riverdale, MD 20737. Phone 301/734-8684; FAX 301/834-4328.</p>																
Section III	<ol style="list-style-type: none">1. Tell violator to take PPQ Form 591 to Customs cashier and pay the civil penalty2. Customs cashier will complete this section (fill in the amount of money received, sign, and date the form)																

Distribution of PPQ Form 591

Use [Table A-1-33](#) for distribution of PPQ Form 591.

TABLE A-1-33 Distribution of PPQ Form 591, Notice of Alleged Violation

If the violator:	Then:
Immediately pays the civil penalty at the port	<ul style="list-style-type: none">◆ KEEP Part 1 for port files◆ GIVE Part 2 to the violator◆ GIVE Part 3 to CBP Cashier
Agrees to mail the payment within three days to IES Headquarters	<ul style="list-style-type: none">◆ SEND Part 1 and all other related documents (Officer's and Violator's Statements, copy of Customs Declaration, and any other evidence) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone: 301-734-8684◆ GIVE Part 2 to the violator◆ KEEP Part 3 for the port files
Refuses to pay the civil penalty	<ul style="list-style-type: none">◆ SEND Part 1 and all other related documents (Officer's and Violator's Statements, copy of Customs Declaration, and any other evidence) to the following address: USDA-APHIS-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone: 301-734-8684◆ GIVE Part 2 to the violator◆ KEEP Part 3 for the port files

PPQ Form 592, Notice of Violation

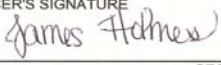
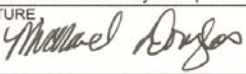
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE NOTICE OF VIOLATION			SERIAL NO. 20021007113907X
<input checked="" type="checkbox"/> GARBAGE <input type="checkbox"/> SEALS <input type="checkbox"/> NOTIFICATION			
SECTION I - FOR USE BY USDA PLANT PROTECTION AND QUARANTINE (PPQ) OFFICER (Please Print)			
1. PORT New York, NY	2. CARRIER (Name and ID) BR M/V Cunard King William	3. DATE OF ARRIVAL 10/10/02	4. TIME 1430
5. ARRIVING FROM (List all previous ports) London, England Coastwise via Miami, Florida		6. DATE AND TIME VIOLATION DISCOVERED October 28, 2002; 1530	
7. NAME, ADDRESS, AND TAX ID NO. OF OWNER/OPERATOR (Last name first) Royal Lines Ltd. London, England		8. NAME, ADDRESS, AND TAX ID NO. OF AGENT HANDLING CARRIER AT PORT WMB Steamship Company 210 Plaza Drive Secaucus, NJ 07096	
9. THE FOLLOWING CONDITION(S), WHICH VIOLATE 7 CFR 330.400 AND 9 CFR 94.5 OR 7 330.110 AND CFR 330.111 WAS/WERE FOUND ON OR ASSOCIATED WITH THE CARRIER NAMED ABOVE			
<input type="checkbox"/> Garbage observed being dumped into harbor or inland waterway <input checked="" type="checkbox"/> Garbage found on vessel was not properly safeguarded <input type="checkbox"/> Garbage disposed of in an unauthorized manner (describe in remarks) <input type="checkbox"/> Inadequate notification of arrival <input type="checkbox"/> Garbage removed from carrier without authorization <input type="checkbox"/> Unauthorized breaking of APHIS seals			
REMARKS (If case is forwarded, officer's statement must be attached) Orange peels were found scattered on the deck and in uncovered garbage containers. The oranges originated in Brazil.			
10. OFFICER'S SIGNATURE 		11. BADGE NO. 7825	12. DATE 10-10-02
SECTION II - IF YOU AGREE TO WAIVE HEARING AND PAY THE PENALTY, SIGN AND DATE			
The Plant Protection Act (7 U.S.C. 7734) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$250,000 against any person who violates the Plant Protection Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. Section 3 of the Act of February 2, 1903 (21 U.S.C. 122) authorizes the Secretary of Agriculture to assess a civil penalty not exceeding \$5,000 against any person, company or corporation who knowingly violates the Act or any regulations promulgated thereunder, after notice and an opportunity for hearing on the record. You may waive hearing and agree to pay a specified civil penalty in settlement of this matter. If you do not wish to pay a specified civil penalty in settlement of this matter and to waive hearing at this time, a complaint will be issued charging you with the above violation and affording you an opportunity for a hearing. However, the civil penalty offered to settle this matter at this time shall not be relevant in any respect to the civil penalty which may be assessed after a hearing. I acknowledge that I have been given an opportunity for a hearing and waive such hearing; and as a civil penalty in full settlement of this matter, I agree to pay the sum of \$1,000 Pay by postal money order or Company or certified check drawn ONLY on a U.S. bank, payable to U.S. Treasury, at the office shown in Section III. Payment must be made by 3:00 p.m. of the third business day after signing this notice.			
SIGNATURE 		TITLE Captain	DATE 10-10-02
SECTION III - FOR USE BY RECEIVING OFFICE			
ADDRESS OF RECEIVING OFFICE		AMOUNT OF CHECK	DATE
		SIGNATURE OF OFFICER	
SECTION IV - ACKNOWLEDGMENT OF RECEIPT OF FORM (If Section II is not signed)			
I acknowledge that I have received a copy of this Form at the time and on the date noted.			
SIGNATURE		TITLE	DATE
PPQ FORM 592 OCT 2000		Previous editions are obsolete	

FIGURE A-1-19 Example of PPQ Form 592, Notice of Violation

Purpose

PPQ Form 592 is used to issue spot settlements and document the following:

- ◆ Garbage violations on carriers
- ◆ Improper breaking of PPQ seals
- ◆ Failing to provide advance notification of arrival of carriers (aircraft, railroad cars (railcars), and vessels) when advance notification is required
- ◆ Unauthorized breaking of APHIS seals on vessel stores, galleys, and cargo (**except** meats and animal products and by-products)

This is the only form to be used for issuing spot settlements in the instances listed above. A civil penalty is initiated when the form is filled in and may be finalized (if penalty is paid) with this single document.

Instructions

If you use the paper PPQ Form 592 in lieu of the electronic form, then use an ink pen to complete the form on a hard surface, and press firmly to assure information will transfer to all copies. Follow the instructions in [Table A-1-34](#).


TABLE A-1-34 Instructions for Completing PPQ Form 592, Notice of Violation

Block	Instructions
GARBAGE SEALS NOTIFICATION	Check appropriate block at the top of the form
1	Fill in city and State or city and country of port
2	Fill in the name of carrier and identification information <ul style="list-style-type: none"> ◆ Vessels—include flag of registry (use the abbreviation list in Appendix H), type, and name; use three-letter country code ◆ Aircraft—enter the flight number ◆ Railroad cars—enter the railroad car number
3	Enter date of carrier arrival
4	<ul style="list-style-type: none"> ◆ Enter docking time for vessels ◆ Enter block time for aircraft
5	<ul style="list-style-type: none"> ◆ Fill in the name of the last foreign port ◆ List all previous coastwise (U.S.) ports
6	Enter the date and time the violation was discovered

TABLE A-1-34 Instructions for Completing PPQ Form 592, Notice of Violation (continued)

Block	Instructions
7	<ul style="list-style-type: none"> ◆ Fill in the name (last name first) of the owner/operator (specify) ◆ List the address (may be foreign) of the owner/operator <ul style="list-style-type: none"> ❖ List the Tax ID number of the owner or operator (specify) Vessels—Customs Form 1300, Masters Oath, lists the name and address of the owner and operator Customs Form 1301, General Declaration, lists the name and address of the agent ◆ If the violation is breaking seals on cargo, then enter name and address of the cargo owner or importer (specify)
8	Fill in the name, address, and Tax ID number of the agent handling clearance formalities at port
9	<ul style="list-style-type: none"> ◆ Check all blocks which apply to the violation ◆ Describe conditions not adequately expressed by one or more of the printed statements under <i>Remarks</i>
Remarks	<ul style="list-style-type: none"> ◆ Fill in information as to how you determined a garbage violation occurred, e.g., orange peels were found scattered on the deck and in uncovered garbage containers ◆ Never use the <i>Remarks</i> section for the Officer's Statement ◆ Attach the Officer's Statement when violation is sent to Riverdale ◆ Identify that off-loaded garbage came off a particular vessel or aircraft ◆ Collect any evidence that shows that the garbage did originate from that vessel or aircraft (any document associated with the garbage showing the carrier's name or line, i.e., napkins, entertainment schedule)
10	Sign the form
11	Enter your badge number
12	Fill in the date
Sections II	<ol style="list-style-type: none"> 1. Use Table A-1-35 on page A-1-101 and Table A-1-36 on page A-1-101 to determine if you should assess the spot settlement or if you must forward the form to IES for assessment 2. If you should assess a spot settlement, then enter the amount using Table A-1-35 and Table A-1-36 3. Have the captain, owner, agent, or representative sign Section II and ask the signer to fill in his or her title and the date 4. If the violator signs Section II and pays the spot settlement, then continue to Section III of this table 5. If the violator refuses to sign Section II, then go to Section IV of this table 6. Go to Distribution of PPQ Form 592 on page A-1-102

TABLE A-1-34 Instructions for Completing PPQ Form 592, Notice of Violation (continued)

Block	Instructions
Section III	<p><i>Receiving office/PPQ Officer completes at time violator pays civil penalty</i></p> <ol style="list-style-type: none"> 1. Accept the funds to settle the civil penalty (accept only a postal money order, a company check, or a certified check drawn on a U.S. bank and made payable to "U.S. Treasury") 2. Enter the address of the receiving office, the check amount, and the date 3. Sign Section III 4. Complete APHIS Form 94, Record of Public Funds Received, and send along with funds received from violator, to ARI: <p>MAIL (U.S. Postal Service) Payment: USDA-APHIS-ARI PO Box 952180, St. Louis, MO 63195-2182</p> <p>EXPRESS MAIL (FEDEX): Firststar Bank, Attn: Gov't Box 9521801 1005 Convention Plaza, St. Louis, MO 63101</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>The violator has 30 days from the date you send the case to IES to pay the civil penalty. If within that 30-day period the violator has a change of heart and pays the civil penalty, then immediately notify IES by phone or by FAX (USDA-APHIS-IES, 4700 River Road, Unit 85, Riverdale, MD 20737; phone 301/734-8684; FAX 301/834-4328), so that they can close the case. Failure to notify IES can result in embarrassment to the Agency and a loss of credibility to our civil penalty program.</p> </div> </div> <p>5. GO TO <i>Distribution of PPQ Form 592</i> on page A-1-102</p>
Section IV	<ol style="list-style-type: none"> 1. See Table A-1-35 on page A-1-101 and Table A-1-36 on page A-1-101 2. Have the violator who refuses to pay the penalty acknowledge receipt of the form by signing Section IV, and ask the signer to fill in his or her title and date to acknowledge receipt of the form 3. Allow the owner, operator, or representative to write a statement of explanation 4. If the violator pays the penalty within 3 work days, then go to Section III of this table 5. GO TO <i>Distribution of PPQ Form 592</i> on page A-1-102



EXCEPTION: If VS Form 16-78 is completed for foreign shipments of cooked beef or transiting shipments, then discard Part 3.

TABLE A-1-35 Determine if You Should Assess a Spot Settlement for a Violation



If the violation is:	And the carrier is:	And the violation is:	Then:
In adequate notification of arrival	Aircraft or railcar	First, second, third, or fourth	FILL in \$1,000
		Fifth or beyond	FORWARD the complete case file to IES with Section II blank
	Vessel	First	FILL in \$500
		Second	FILL in \$1,000
		Third or beyond	FORWARD the complete case file to IES with Section II blank
Breaking of APHIS seals		First	FILL in \$1,000
		Second or beyond	FORWARD the complete case file to IES with Section II blank
Related to garbage			GO to Table A-1-36 on page A-1-101

TABLE A-1-36 Determine if You Should Assess a Spot Settlement for a Garbage Violation

If the violation is:	And the carrier is:	And the violation is:	Then:
Unauthorized removal or handling of garbage (without a compliance agreement)	Aircraft, vessel, or railcar	First	FILL in \$1,000
		Second	FORWARD the complete case file to IES with Section II blank
		Committed while operating with a suspended compliance agreement	FORWARD the complete case file to IES with Section II blank
Improper removal or handling of regulated garbage (under compliance agreement)	Aircraft, vessel, or railcar	First and the violator promptly corrects the situation	FILL in \$500
		First and the violator does not correct the situation and does not adequately explain why	FILL in \$1,000
		Second	FILL in \$1,500
		Third	FILL in \$2,000
		Fourth or beyond	FORWARD the complete case file to IES with Section II blank


TABLE A-1-36 Determine if You Should Assess a Spot Settlement for a Garbage Violation (continued)

If the violation is:	And the carrier is:	And the violation is:	Then:
Improperly maintaining regulated garbage outside rails, leaking, uncovered containers, or loose on deck	Vessels	First	FILL in \$1,000
		Second	FORWARD the complete case file to IES with Section II blank

Distribution of PPQ Form 592

Distribute PPQ Form 592 as shown in [Table A-1-37](#).

TABLE A-1-37 Distribution of PPQ Form 592, Notice of Violation

If the violator:	And:	Then:
Signs Section II ¹ or Section IV	Pays the penalty within 3 work days	<ul style="list-style-type: none"> ◆ ENSURE that the title and date blocks are filled in ◆ GIVE Part 1 to the person paying the penalty (at the time of paying) ◆ KEEP Part 2 for the port files ◆ GIVE Part 3 to the person signing PPQ Form 592 Section II (at time of signing)
	Fails to pay the penalty within 3 work days	<ul style="list-style-type: none"> ◆ ENSURE that the title and date blocks are filled in ◆ FORWARD Part 1 and all supporting documents (such as PPQ Form 288 and the Violator's and Officer's Statements) to the following address: USDA-APHIS-PPQ-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301-734-8684 ◆ KEEP Part 2 for the port files ◆ GIVE Part 3 to to the person signing PPQ Form 592 Section II (at time of signing)
Refuses to sign Section II or Section IV		<ul style="list-style-type: none"> ◆ FORWARD Part 1 and all supporting documents (such as PPQ Form 288 and the Violator's and Officer's Statements) to the following address: USDA-APHIS-PPQ-IES 4700 River Road, Unit 85 Riverdale, MD 20737 Phone 301-734-8684 ◆ KEEP Part 2 and 3 for the port files

1 If the penalty is **not** paid on the vessel, send or FAX a copy of the violation to the vessel's agent.

ITEM 12 - Definitions of Diagnostic Case Categories

General Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a domestic disease, and/or the analysis of environmental products that may be contributing to an existing disease condition.

FAD/EP Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a foreign disease, or for the eradication of a foreign disease that has gained entrance into the U.S.

NVSL Intralab Diagnostic Case - A case in which the tests conducted are for the purpose of diagnosing or confirming a disease condition, analyzing environmental products that may be contributing to a disease condition or for analyzing chemical products for another laboratory of NVSL.

Surveillance/Monitor Case - a case in which the tests conducted are for the purpose of monitoring for a specific disease, for a specific insect or insect vector, or for analyzing specific products that are used in treating animals or poultry or for decontamination of animal or poultry facilities.

Developmental/Research Case - A case in which the tests conducted are for the purpose of supporting a developmental or research project conducted by another laboratory of NVSL, by staff or field personnel of VS or by other laboratories, institutions, or agencies.

Reagent Evaluation Case - A case in which the tests conducted are the purpose of evaluating a reagent produced by another laboratory of NVSL or by other laboratories, institutions, or agencies.

Import Case - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal or poultry products for importation into the U.S.

Export Case - A case in which the tests conducted are for the purpose of qualifying animals or poultry, including wild animals and birds, or animal and poultry products for exportation to a foreign country.

TB - A case with a specific request for diagnosis of TB.

Item 20 - Identification

Identify Samples with Consecutive Numbers - Record animal identification (number or name) adjacent to appropriate sample number. Laboratory results will be reported by sample identification number. Indicate approximate age in years(y), months(m), weeks(w), or days(d), and indicate sex of each animal. See sample below. When more than 0 samples, use VS Form 10-4A.

IDENTIFICATION		AGE	SEX	IDENTIFICATION		AGE	SEX
Sample	Animal			Sample	Animal		
1	12ABC0000	3y	F	6	12ABC0005	10d	F
2	12ABC0001	2y	M	7	12ABC0006	10m	F
3	ABC0002	1y	F	8	12ABC0007	8m	M
4	ABC0003	6m	F	9	12ABC0008	21/2y	F
5	12ABC0004	3w	M	10	12ABC0009	15m	M

Send a copy of the VS 10-4 to the Veterinarian-in-Charge (in submitter's State, Retain a copy for your records.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is 0579-0090. The time required to complete this information collection is estimated to average .5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Agriculture, Clearance Officer, Stop 7602, 1400 Independence Ave., S.W., Washington, DC 20250-7602.

VS 10-4 (Reverse)

FIGURE A-1-21 Example of VS Form 10-4, Specimen Submission (back) (continued)

Purpose

VS Form 10-4 accompanies samples sent to NVSL in Ames, Iowa, for laboratory testing needed to determine entry status. In addition, VS Form 10-4A, a continuation sheet, is to be used when sending 10 or more samples for testing.

Instructions

See [Table A-1-38](#) to complete the form.

TABLE A-1-38 Instructions for Completing PPQ Form 10-4, Specimen Submission

Block	Instructions
1	Enter your name, duty station, and office telephone number
2	Enter the name and address of the consignee, broker, or agent
3, 4, 5, 6	Leave blank
7	<ul style="list-style-type: none"> ◆ Enter the test procedure you are requesting; for PPQ purposes this would be one of the following: animal species, disinfectant percentage, internal temperature (protein coagulation), pH level ◆ When submitting samples of sodium carbonate with sodium silicate: <ul style="list-style-type: none"> ❖ Specify that the examination requested is for concentrate of sodium ❖ Submit samples in plastic containers; never use glass containers ❖ DO NOT refer to any specific disease (such as FMD) when submitting samples to determine pH level or internal temperature
8	Enter the name of the PPQ officer who collected the sample from the importer
9	Enter the date collected
10	Enter "HQ, PPQ, VMO"
11	Mark the <i>Import</i> box
12	Enter the country of origin
13	Leave blank
14	Mark the appropriate preservation used (preserved condition of product as imported)
15	<ul style="list-style-type: none"> ◆ Mark the appropriate specimen being submitted ◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown
16	Enter the total number of specimens submitted
17	<ul style="list-style-type: none"> ◆ Mark the appropriate species or source submitted ◆ Mark the <i>Other</i> box and enter unknown if the specimen is unknown
18	Leave blank



TABLE A-1-38 Instructions for Completing PPQ Form 10-4, Specimen Submission (continued)

Block	Instructions
19	<ul style="list-style-type: none"> ◆ Enter the sample identification as consecutive numbers beginning with 1 ◆ Enter the animal identification with a sequence of numbers legible by laboratory personnel; e.g., all or the last part of the air waybill would be a good identification number ◆ Mark all containers (not lids) with the identification numbers ◆ Leave blank the columns <i>Age</i> and <i>Sex</i>
20	<ul style="list-style-type: none"> ◆ Enter any information about the history of submission, sex of importation, number of containers, number sampled, and additional information ◆ Indicate the articles being submitted for disinfectant samples ◆ Add the statement "Please phone or FAX the results to the PPQ office that submitted the request" for all other submissions
21	Sign and date the form

Distribution of VS Form 10-4

Distribute VS Form 10-4 as directed in [Table A-1-39](#).

TABLE A-1-39 Distribution of VS Form 10-4, Specimen Submission

If:	And it:	Then:
Parts 1–3	Includes a specimen sample for identification of disinfectant percentages	SEND using overnight mail to: USDA–APHIS National Veterinary Services Laboratories Chemistry Section PO Box 844 Ames, IA 50010
	Specimen sample is for other than disinfectant percentages	CONSULT with PPQ, VRS at 301/734-7633
Part 4		USDA–APHIS–PPQ–VRS 4700 River Road, Unit 129 Riverdale, MD 20737-1236
Part 5		File

Results of Tests

The test results will be telephoned or faxed to PPQ, VRS. PPQ, VRS will inform the origination office. Exception: Test results of disinfectant samples will be mailed directly to the port. If test results **other than** for disinfectant are **not** received within 4 working days of submission, contact PPQ, VRS by telephone at 301/734-7633.

Appendix A: Completing Forms

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE VETERINARY SERVICES REPORT OF ENTRY, SHIPMENT OF RESTRICTED IMPORTED ANIMAL PRODUCTS AND ANIMAL BY-PRODUCTS, AND OTHER MATERIAL			1. CASE NO.
A. REPORT OF ENTRY, AND FORWARDING OF SHIPMENT FROM FIRST PORT OF ARRIVAL			2. PORT OF ENTRY New Orleans, LA
3. NAME AND ADDRESS OF IMPORTER OR SHIPPER (Include Zip Code) International Casein 2024 Swan Street Slidell, LA 70460	4. COUNTRY OF ORIGIN France	5. CUSTOMS ENTRY NO. 140-93-19606	7. DATE OF ARRIVAL 10/30/02
6. PRODUCT OR MATERIAL Casein		9. NAME OF VESSEL Am. Sealand Express	10. NAME OF CARRIER (Include R.R. Car No. or Truck License No.) LA Trucking, Inc. LA 45389
8. VETERINARIAN IN CHARGE IN STATE WHERE APPROVED ESTABLISHMENT IS LOCATED (Include Zip Code) Area Veterinarian in Charge USDA, APHIS, VS 5825 Florida Blvd., Room 1140 Baton Rouge, LA 70806-9985		11. SEAL NOS. OR QUARANTINE TAPE USDA 8369, 48370	
12. TOTAL QUANTITY RECEIVED AT PORT OF ARRIVAL (Lbs. only) 450,000 lbs.	13. NO. UNITS RECEIVED AT PORT OF ARRIVAL (Specify Carton, Boxes, Bundles, etc.) 300 casks		
14. NAME AND ADDRESS OF APPROVED ESTABLISHMENT (Include Zip Code and phone no.) International Casein 2024 Swan Street Slidell, LA 70460 985/643-0315		FROM PORT OF ENTRY TO APPROVED ESTABLISHMENT 15. NO. LBS. 450,000 lbs. 16. NO. UNITS 300 casks	
17. REMARKS Invoice #IC383154			
18. PRINTED NAME AND SIGNATURE OF INSPECTOR Ronald Rockefeller <i>Ronald Rockefeller</i>		19. PPQ STATION France Road Work Station New Orleans	20. DATE 10/30/02
B. REPORT OF RECEIPT AND TREATMENT BY ESTABLISHMENT (To be completed by Approved Establishment)			
21. DATE RECEIVED	22. NAME OF APPROVED ESTABLISHMENT	23. WAS SHIPMENT INTACT <input type="checkbox"/> Yes <input type="checkbox"/> No (If "No" explain in Item 30)	
24. DATE TREATMENT COMPLETED	25. WERE R.R. CARS, TRUCKS, ETC. CLEANED AND DISINFECTED? <input type="checkbox"/> Yes <input type="checkbox"/> No	26. DISINFECTANT USED	
27. METHOD OF TREATMENT		28. DISPOSITION OF REFUSE	
29. REMARKS			
30. PRINTED NAME OF APPROVED ESTABLISHMENT OWNER		31. SIGNATURE OF APPROVED ESTABLISHMENT OWNER	32. DATE

VS FORM 16-78 (FEB 2002) Previous editions are obsolete. PART 1 - ORIGINAL

FIGURE A-1-22 Example of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material

Purpose

VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal By-Products, and Other Material, is used to accompany all restricted animal products moving to approved establishments or bonded warehouses from the port of entry.

Instructions

Complete VS Form 16-78 (FEB 2002) using the instructions in [Table A-1-40](#). Previous editions of the form are obsolete.

TABLE A-1-40 Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material

Block	Instructions
1	Optional—used for identification by the port of entry if needed
2	Fill in the name port of arrival (city, State)
3	Fill in the name and address of the importer or consignee
4	List the name of the country of origin
5	List the Customs Entry Number (if applicable) or air waybill number
6	List the product or material
7	List the date of arrival
8	List the name of the AVIC in the State the approved establishment is located (See " <i>List of Veterinarians</i> " in the <i>Animal Product Manual</i>)
9	List the name of incoming carrier
10	List the name of carrier moving the importation/shipment to the address in <i>Block 14</i>
11	Identify the seal numbers and whose they are, e.g., USDA, Customs
12	List in pounds only , the total quantity received at the port of arrival
13	List the number of units and type of units (box, bundle, carton, cask, etc.) received at the port of arrival
14	If the importation is for animal products or by-products moving to an approved establishment, then list the name, address, zip code, and phone number of the approved establishment (see " <i>List of Approved Establishments</i> " in the <i>Animal Product Manual</i>)
15	List in pounds the total weight of the shipment moved from the port of entry to the approved establishment
16	List the total number of units and type of units moved from the port of entry to the approved establishment

TABLE A-1-40 Instructions for Completing VS Form 16-78, Report of Entry, Shipment, of Restricted Imported Animal Products and Animal By-Products, and Other Material (continued)

Block	Instructions
17	List items such as air waybill number and detailed description of animal product
18	Print the name of the inspector and sign
19	List the name and location of the work station
20	List the date
21-32	Leave blank; these blocks will be completed by the approved establishment

Distribution of VS Form 16-78

Distribute VS Form 16-78 as directed in [Table A-1-41](#).

TABLE A-1-41 Distribution of VS Form 16-78, Report of Entry, Shipment of Restricted Imported Animal Products and Animal Products, and Other Material

If:	Then:
Part 1	MAIL to address in <i>Block 4</i>
Part 2	SEND with the importation/shipment by attaching to the form to the shipping documents or to the cargo or give the form to the importer
Part 3	FAX ¹ to the Area Veterinarian in Charge in the State where the approved establishment is located (see Appendix H in the <i>Animal Product Manual</i> for the AVIC FAX number)
Part 4	KEEP for the port files

1 Even though the form itself directs you to mail, disregard mailing and FAX the form to the AVIC.

VS Form 17-8, Agreement of Pet Bird Owner

This report is authorized by law (9 CFR 92). Failure to complete and sign form will result in abandonment of birds.		See reverse side for additional OMB information.		FORM APPROVED OMB NO. 0579-0040	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE AGREEMENT OF PET BIRD OWNER			1. NAME AND ADDRESS OF OWNER (Include Zip Code) Barry Brown 119 Meadowlark Drive Kansas City, MO 64123		
INSTRUCTIONS: Complete items 1 through 6 and the applicable Agreement A, B, or C. Distribute copies as identified.			2. PASSPORT NO. (If none, give Social Security No., or Driver's License No.) SS#371-82-2117		
3. DATE OFFERED FOR ENTRY March 16, 2002			4. NO. OF BIRDS 2		5. KIND OF PET BIRDS Parrots
6. FROM (Country of Origin) Guatemala					
7. OWNER'S AGREEMENT - SIGN A - B - C OR D BELOW (Refusal to sign this form, automatically places option D into effect)					
<div style="border: 1px solid black; padding: 5px;"> A I do hereby declare that the pet birds identified above will be maintained in my personal possession, separate and apart from all other birds and poultry at the location indicated in item (1) below for a minimum of 30 days until released by an inspector of the Animal and Plant Health Inspection Service of the United States Department of Agriculture. If the birds must be moved, I agree to contact the official in item (2) below <i>prior to such movement</i>. I hereby agree the bird(s) will be available for inspection during the aforementioned period of confinement at the address in item (1) below and at such times as deemed necessary by an inspector of the Animal and Plant Health Inspection Service of the United States Department of Agriculture. I further agree to immediately notify the Federal Official in item (2) below if any signs of disease are noted or if the bird(s) die during the confinement period. I understand if a laboratory specimen is taken and if found to contain the virus of Newcastle disease that the birds will be disposed of by the Animal and Plant Health Inspection Service of the United States Department of Agriculture. </div>					
(1) LOCATION WHERE BIRDS WILL BE HELD 119 Meadowlark Drive Kansas City, MO 64123 STATE Missouri			(2) NAME AND ADDRESS OF FEDERAL OFFICIAL TO CONTACT Area Veterinarian in Charge USDA-APHIS-PPQ 1442 Aaron Court, P.O. Box 104418 Jefferson City, MO 65110 PHONE NUMBER (Include Area Code) 573/636-3116		
<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> LABORATORY SPECIMEN TAKEN SPECIMENS SUBMITTED BY (Name) A. Smith REFERRAL NO. 006-02 </div>					
<div style="border: 1px solid black; padding: 5px;"> B Section B applicable to Canadian pet birds and U.S. birds that have been outside the U.S. for less than 60 days (9 CFR 92.2(c)(1) & (2)(i)). I certify that the birds have been in my possession for at least 90 days; that they are apparently healthy; and that they have not been exposed to any other birds during those 90 days. </div>					
SIGNATURE OF OWNER		DATE SIGNED 3/16/02		OWNER'S TELEPHONE NO. AREA CODE 555 PHONE NO. 555-1212	
WITNESSED BY (Signature)		TITLE PPQ Officer		DATE 3/16/02	
<div style="border: 1px solid black; padding: 5px;"> C In lieu of A above, I agree to export my birds to (Country) _____ SIGNATURE OF OWNER _____ DATE SIGNED _____ </div>					
<div style="border: 1px solid black; padding: 5px;"> D In lieu of any of the above options, I hereby abandon my bird(s) to the Animal and Plant Health Inspection Service of the United States Department of Agriculture for disposal. </div>					
SIGNATURE OF OWNER <i>Barry Brown</i>		DATE SIGNED 3-16-02			
8. PORT OF ENTRY		9. CARRIER AND FLIGHT NO.		10. POST-ENTRY NO.	
11. DETAINING OFFICIAL (Signature)		12. TITLE		13. AGENCY	14. DATE
I certify that I have, this day, inspected the birds identified above offered for importation, and have found them to be free of evidence of communicable disease or exposure thereto, and release them for the purpose as stated above.					
15. PORT RELEASING OFFICIAL (Signature)		16. TITLE		17. DATE RELEASED	
I have inspected the birds inspected above, and find that all applicable provisions of 9 CFR Part 92 as amended have been met.					
18. FINAL RELEASING OFFICIAL (Signature)		19. TITLE		20. DATE RELEASED	

VS FORM 17-8 (JAN 90) Previous edition may be used. STATE OF DESTINATION

FIGURE A-1-23 Example of VS Form 17-8, Agreement of Pet Bird Owner

Purpose

VS Form 17-8, Agreement of Pet Bird Owner, is used for the following importations:

- ◆ Canadian origin pet birds which were in the owner's possession for 90 days or more
- ◆ U.S. origin pet birds reentering the country without a health certificate, and the owner chooses to abandon the birds for VS disposition
- ◆ Foreign origin pet birds entering the country and the owner chooses to return the birds to the country of origin or abandon the birds for VS disposition
- ◆ Foreign origin pet birds accompanied by their owners and in transit directly to Canada

The form is only to be completed for pet birds; **do not** complete for poultry or pigeons.

Instructions

Complete VS Form 17-8 using the instructions in [Table A-1-42](#).

TABLE A-1-42 Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner

Block	Instructions
1-6	Fill in
7	<ol style="list-style-type: none"> 1. The pet bird owner must complete and sign either Box A, B, C, or D 2. If the owner refuses to sign the form, then advise the owner that option D is automatically placed in effect 3. Attach a note to the form explaining the circumstances 4. Let VS know if the owner is going to contact VS
7A	<ol style="list-style-type: none"> 1. Fill address where the birds will be held for 30 days 2. List the name, address, and telephone number of the VS Area Veterinarian in Charge for the State where the bird will be held (see Appendix H of the <i>Animal Product Manual</i>) 3. Have the owner sign and date the form and list a phone number 4. Sign as a witness to the owner's signature
7B	Fill in if appropriate
7C	<ol style="list-style-type: none"> 1. Have owner fill in the name of the country to which the birds are being exported 2. Have the owner sign and date the form
7D	Have owner sign and date the form when the owner abandons the birds to APHIS
8-9	Fill in

TABLE A-1-42 Instructions for Completing VS Form 17-8, Agreement of Pet Bird Owner

Block	Instructions
10	If postentry by carrier, enter postentry number
11-14	Fill in
15-20	Leave blank; VS will complete

Distribution of VS Form 17-8

Distribute VS Form 17-8 as instructed in [Table A-1-43](#).

TABLE A-1-43 Distribution of VS Form 17-8, Agreement of Pet Bird Owner

If:	Then:
Original	GIVE to VS
Second copy	GIVE to pet bird owner
Other copies	GIVE to VS as arranged locally between PPQ and VS

FIGURE A-1-24 APHIS Form 94, Record of Public Funds Received (blank)


Purpose

APHIS Form 94, Record of Public Funds Received, is used to document the receipt and transmittal of collections, such as funds (postal money order, or company check or certified check drawn on U.S. Bank and made payable to "U.S. Treasury") accepted to settle civil penalties.

Instructions

After you accept the funds to settle the civil penalty, then complete APHIS Form 94, using [Table A-1-44](#) below.

TABLE A-1-44 Instructions for Completing APHIS Form 94, Record of Public Funds Received

Block	Instructions
1	Enter transmittal number (submitting office enters number to use for tracking APHIS 94)
2	Enter the date you submit the form
3	Enter "USDA, APHIS, PO Box 952180, St. Louis, MO 63195-2180"
4	Enter the complete name, address, (street, city, state, zip code, etc.) of the submitting office (the receipted copy will be mailed back to this address)
5	Enter the date you receive the check or money order
6	Leave blank (MBS use only)
7	Enter the amount of the check or money order; use a separate line for each
8	Enter the name of the remitter
9	<p>Enter your 10-digit accounting code, the budget object code, the agreement number, phytosanitary certificates, Animal By-Product certificates, bill number, or reason for the check (jury duty, travel rebate, etc.)</p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>The 10-digit accounting code and the 4-digit budget object code must be listed for each payment.</p> </div> </div> <p>Important</p>
10	Add the line amounts from <i>Block 7</i> , and then enter the total amount
11	Sign the form as the APHIS 94 submitter
12	Enter your title and telephone number
13-16	Leave blank (MBS use only)

Distribution

Send the completed APHIS Form 94 along with the funds received from the violator to ARI at either of the following addresses:

U.S. Mail (U.S. Postal Service) Payment: USDA-APHIS-ARI, PO Box 952180, St. Louis, MO 63195-2182

EXPRESS MAIL (FEDEX) Payment: Firststar Bank, Attn: Gov't Box 9521801, 1005 Convention Plaza, St. Louis, MO 63101

Keep a copy of the completed APHIS Form 94 for your files. If you have not received a receipted copy from MRP-MBS within 3 weeks of submitting the APHIS 94, then notify the Accounts Receivable Team.

APHIS Form 7060, Official Warning—Violation of Federal Regulations



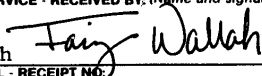
<p>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE</p> <div style="text-align: center;">  <p>OFFICIAL WARNING VIOLATION OF FEDERAL REGULATIONS</p> </div>		<p>CASE NO.</p> <hr/> <p>VIOLATOR</p> <p>PAK Imports</p> <hr/> <p>ADDRESS (Street, City, State, Zip Code)</p> <p>2463 Sheridan Blvd. Denver, CO 80214-0325</p>
<p>The Department of Agriculture has evidence that on or about <u>3/15</u>, 19<u>2002</u> you or your organization committed the following violation of Federal Regulations:</p> <p>Imported two crates of mango fruits into Denver International Airport from the Bahamas; the mango fruits were mislabeled as bell peppers. This mislabeling is a violation of 7CFR 319.56-2 which requires that boxes of fruit be clearly labeled with the type of fruit it contains.</p>		
<p>Titles 7 & 9 Code of Federal Regulations were promulgated to help prevent the spread of animal and plant pests and diseases and assure the humane treatment of animals. Since violations of the regulations can have serious and costly impact detrimental to the public interest, you are warned of this violation. Any further violation of these regulations may result in the assessment of a civil penalty or criminal prosecution. If you have any questions concerning this warning or violation, please contact the listed APHIS Official.</p>		
<p>APHIS OFFICIAL (Name, Title)</p> <p>Laura J. Ballard, OIC</p>		<p>OFFICE ADDRESS:</p> <p>9804 W. Girton Drive Lakewood, CO 80227</p>
<p>SIGNATURE</p> <p></p>	<p>DATE ISSUED</p> <p>3/15/02</p>	<p>TELEPHONE NO. AC (301, 233-3407)</p>
<p>FOR PERSONAL SERVICE - RECEIVED BY: (Name and signature)</p> <p>Faiz Wallah </p>		<p>DATE RECEIVED:</p> <p>3/15/02</p>
<p>FOR CERTIFIED MAIL - RECEIPT NO.</p>		
<p>APHIS FORM 7060 (JUN 91) Previous editions may be used. PART 1 - VIOLATOR</p>		

FIGURE A-1-25 Example of APHIS Form 7060, Official Warning—Violation of Federal Regulations

Purpose

Use this form **only** for first-time violations. There must **not** have been a deliberate attempt to circumvent the regulation. The Port Director must decide if a warning letter is sufficient to gain compliance. Usually only Port Directors issue and sign warning letters, but Compliance Officers may also issue them.

Instructions

TABLE A-1-45 Instructions for Completing APHIS Form 7060, Official Warning—Violation of Federal Regulations

Block	Instructions
Case No.	<p>Leave blank</p> <p>(The case number is not assigned until the Investigative and Enforcement Services copy of the form is received by IES staff in Riverdale, Maryland; however, if an investigator has been involved with the case, the investigator will have the case number)</p>
Violator	<p>◆ Enter the name of the alleged violator</p> <p>◆ Enter the name of the business if there is a business</p>
Address	<p>◆ Enter the address of the alleged violator</p> <p>◆ Enter the business address if there is a business</p>
Description of Violation	<p>1. Enter the date of the violation in the blank spaces provided at the top of this section</p> <p>2. Cite the section of the regulation violated</p> <p>3. Describe the alleged violation</p> <div> <p>EXAMPLE</p> <p>1. 7CFR, Section 330.400 and 9CFR Section 94-5—Global Airways at JFK International Airport failed to unload regulated garbage from Global Airways Flight 101 in tight, leak-proof containers. Moreover, they failed to take the regulated garbage to an approved facility as required.</p> <p>2. 7CFR, 319.56—Sun Produce Co. imported 56 cases of prohibited mangoes from Mexico at the Port of Nogales, AZ.</p> <p>3. 7CFR, 301.45—Blue Spruce Nurseries moved 134 balled and burlaped pine trees from a generally infested area to outside the Gypsy Moth quarantined area.</p> <p>4. 7CFR, 319.56—Phoenix Warehouse released 110 cartons of green beans from El Salvador without the required treatment.</p> <p>5. 7CFR, 319.74—Ritecut Florists imported 32 boxes of fresh, cut roses from Colombia through the Port of Miami without a permit.</p> </div>
APHIS	<p>Sign your name in full</p> <p>(This block is for the signature of the Official, the Port Director or the Compliance Officer, not necessarily the officer reporting the violation)</p>

TABLE A-1-45 Instructions for Completing APHIS Form 7060, Official Warning—Violation of Federal Regulations

Block	Instructions
Date Issued	Enter the date the warning letter is issued; this may not be the date of the violation but should be as close to that date as possible

Compliance

If the officer or Port Director hand delivers this form to the violator or company, have the violator or his agent sign and date the form where it says, "For Personal Service-Received By." This is **not** mandatory but strongly encouraged. The next-to-the-last block at the bottom of the form is where you have the violator sign and date.

If the port sends the form to the violator or company, use certified mail and put the certified number issued by the Post Office in the block at the bottom of the form.

Distribution of APHIS Form 7060

Distribute APHIS Form 7060 as directed in [Table A-1-46](#) below.

TABLE A-1-46 Distribution of APHIS Form 7060, Official Warning—Violation of Federal Regulations

If:	Then:
Part 1	◆ Give this original to the alleged violator ◆ Attach a copy of the regulation violated (if practicable)
Part 2	Keep this copy for your port records (you may need to submit this copy to APHIS Investigative and Enforcement Services as evidence of an initial violation for any subsequent official violations)
Part 3	Send this copy to: Staff Director USDA, APHIS, IES Unit 85 4700 River Road Riverdale, MD 208737-1234 (Part 3 will be used by IES for tracking by computer)

APHIS Travelers Aid Letters for Civil Penalty Payment

Purpose

The APHIS Travelers Aid letters of instruction are issued to violators who **do not** have the currency on hand to pay the spot settlement, but elect to pay the settlement by money order or check drawn on a U.S. bank within 3 days. See [Collecting the Spot Settlement](#) on page 2-4-13 and [Collecting the Spot Settlement](#) on page 3-4-12 for more information.

Instructions

If the violator elects this method of payment, then follow port policy and give the appropriate letter of instruction to the violator. There are two different letters of instruction: one for payment by personal or cashier's check or money (see [Figure A-1-26](#)), and the other letter is for payment by cashier's check or money **only** (see [Figure A-1-27](#)).

Before giving the letter to the violator, be sure to enter on the letter the amount of the assessed civil penalty and the address the violator should mail the payment to.

APHIS	Travelers Aid
United States Department of Agriculture Marketing and Regulatory Programs Animal and Plant Health Inspection Service Plant Protection and Quarantine	Departamento de Agricultura de Estados Unidos Programas de Marketing y Reglamentación Servicio de inspección de sanidad vegetal y animal Protección y cuarentena vegetal
Guidelines for Payment of Civil Penalties	Lineamientos generales para el pago de sanciones civiles
You have been assessed a civil penalty in the following amount: \$	Usted ha recibido una sanción civil por el monto de: US\$
Make out a personal check, cashier's check, or a money order payable to: Treasury of the United States	Emita su cheque personal, cheque de caja, o giro postal a nombre de: Treasury of the United States
Mail the check or money order to the following address:	Envíe el cheque o giro postal a la siguiente dirección:
The check, cashier's check, or money order must be drawn on a U.S. bank.	El cheque personal, cheque de caja, o giro postal debe ser emitido contra un banco estadounidense.
Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.	El pago debe ser enviado a la dirección precedente o entregado en persona dentro de los 3 días a partir de la fecha en que se determinó la infracción.
Please return this notice with your payment. Thank you.	Envíe esta notificación junto con el pago. Gracias.
PPQ Violation #	Infracción PPQ N.º:
Date of Violation:	Fecha de la infracción:
USDA is an equal opportunity provider and employer.	USDA es un proveedor y empleador con oportunidades equitativas.
United States Department of Agriculture • Animal and Plant Health Inspection Service • Safeguarding American Agriculture	

FIGURE A-1-26 Prepared Letter of Instruction for Mail-In Payment By Check (Personal or Cashier's) or Money Order

APHIS	Travelers Aid
United States Department of Agriculture Marketing and Regulatory Programs Animal and Plant Health Inspection Service Plant Protection and Quarantine	Departamento de Agricultura de Estados Unidos Programas de Marketing y Reglamentación Servicio de inspección de sanidad vegetal y animal Protección y cuarentena vegetal
Guidelines for Payment of Civil Penalties	Lineamientos generales para el pago de sanciones civiles
You have been assessed a civil penalty in the following amount: \$	Usted ha recibido una sanción civil por el monto de: US\$
Make out a cashier's check, or a money order payable to: Treasury of the United States	Emita su cheque de caja, o giro postal a nombre de: Treasury of the United States
Mail the check or money order to the following address:	Envíe el cheque o giro postal a la siguiente dirección:
The cashier's check, or money order must be drawn on a U.S. bank.	El cheque de caja, o giro postal debe ser emitido contra un banco estadounidense.
Payment must be mailed to the address above or returned in person within 3 days from the date the violation was assessed.	El pago debe ser enviado a la dirección precedente o entregado en persona dentro de los 3 días a partir de la fecha en que se determinó la infracción.
Please return this notice with your payment. Thank you.	Envíe esta notificación junto con el pago. Gracias.
PPQ Violation #	Infracción PPQ N.º:
Date of Violation:	Fecha de la infracción:
USDA is an equal opportunity provider and employer.	USDA es un proveedor y empleador con oportunidades equitativas.
United States Department of Agriculture • Animal and Plant Health Inspection Service • Safeguarding American Agriculture	

FIGURE A-1-27 Prepared Letter of Instruction for Mail-In Payment By Certified Check or Money Order Only (No Personal Checks)